

**Board of Selectmen
Regular Meeting
November 14, 2023 — 5:00 PM
Zoom and Town Hall
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith, Robin Chesmer, Betsy Petrie-McComber, and Mark DeCaprio

Others Present: Hayley Wagner (Finance Director); Dean Hunniford (Director of Public Works/Facilities); Michael Wolf (Administrative Clerk); Jay Schall (Fire Department Chief); Beth Nelson (Assistant Tax Collector); Kelly Lawer (Tax Collector)

1.0 Call to Order

K. Cwikla called the meeting to order at 5:00pm.

2.0 Public Forum

3.0 Correspondence

3.1 Monthly Troop K Report

The Selectmen reviewed the report.

4.0 Department Reports

4.1 Finance Department

H. Wagner explained that everything is still in order.

4.2 Fire Department

J. Schall Reported that in the last month the department covered 64 incidents, 1,392 duty hours, the department participated in Trunk or Treat, and the ambulance was out of service for seven days during which there were 22 EMS calls covered by mutual aid partners.

4.3 Public Works Department

D. Hunniford reported that the department finished roadside mowing, milled and paved 5,000ft of Card Street, signs in town are being upgraded, and public works is currently grading dirt roads. Three new exterior doors were installed at the Fire Safety Complex and an outlet for the holiday tree has been replaced.

K. Smith asked about location of tractor signs, specifically on Chappel Hill Rd., Rt. 87, Waterman Rd., 207, Goshen Hill Rd., Kick Hill Rd., and RIGHT TO FARM SIGNS by spring or sooner to be potentially placed on town entrance ways. Public works also plans to replace the missing town sign.

5.0 Consent Agenda

K. Smith MOVED to approve the consent agenda as presented.

5.1 Approve tax refunds

5.2 Approve invoices for community center services in September and October

5.4 Accept withdrawal of Harold Nelson (R) from the Board of Finance full term seat elected at the November 7, 2023 municipal election

- 5.5 **Appoint Board of Finance Michael Ninteau (R) to fill vacancy for two years with a term date of November 20, 2023 through November 18, 2025**
- 5.6 **Appoint Board of Finance Alternate Giselle Russo (D) to fill vacancy for two years with a term date from November 20, 2023 through November 18, 2025**
- 5.7 **Appoint Zoning Board of Appeals Alternate Phil Ziel (D) for a full term November 21, 2023 through November 19, 2029**
- 5.8 **Appoint Dennis Cronin to the Solid Waste Commission with a term to expire February 1, 2026**
- 5.9 **Appoint Jessica Caines to the WPCA with a term to expire May 1, 2024**
- 5.10 **Hire Ollie Rodgers as a library substitute aide effective November 15, 2023**
- 5.11 **Approve October 12, 2023 Special Meeting Minutes**

K. Cwikla SECONDED.

MOTION CARRIED 5:0

6.0 New Business

Discuss and act upon:

6.1 Stebner Family Park proposal

B. Petrie-McComber MOVED to accept the adoption of the 4th item of the attached Last Will and Testament of Walter Stebner that provides 16 acres of land for a town park in alignment with the requirements set forth by the will while maintaining the property to the same guidance as Beaumont Park.

R. Chesmer SECONDED.

Motion Passed 5:0

6.2 Fire Marshal vehicle wrap

B. Petrie-McComber MOVED to allocate \$3,000 of TIP for the fire marshal vehicle wrap. K. Smith SECONDED.

MOTION CARRIED 5:0

6.3 Lebanon Pool Renovation proposal

Selectmen discussed this project and await further information before taking action

6.4 Authorize the First Selectman to sign a contract for SLAM school study

K. Smith MOVED to Authorize the First Selectman to sign a contract for SLAM school study. B. Petrie-McComber SECONDED.

MOTION CARRIED 5:0

K. Cwikla reported that, in alignment with advice from council, all current members will remain on the committee for representation

6.5 Replacement of smoke detectors at Johnathan Trumbull Library

No action taken, but discussed at a previous meeting.

6.6 TIP Request for new filing cabinets for the Town Hall

B. Petrie-McComber MOVED to allocate up to \$2000 of TIP to purchase 12 filing cabinets. R. Chesmer SECONDED.

MOTION CARRIED 5:0

6.7 TIP Request for raising grid and extra cove base at the Fire House

D. Hunniford and Betsy Petrie-McComber explained how this raised the ceiling over the stair master to make more room in the safer environment.

K. Smith MOVED to allocate \$1,140 out of TIP for the renovations to raise the grid and extra cove base at the Fire House. M. DeCaprio SECONDED.

MOTION CARRIED 4:0

Betsy Petrie-McComber abstained.

6.8 TIP Request for up to \$7,400 for temporary light for the Lebanon skating pond

D. Hunniford explained that the work order is in with Eversource and the project is ready to begin construction on November 15th

B. Petrie-McComber MOVED to allocate \$7,400 for a temporary light for the Lebanon skating pond. K. Smith SECONDED.

MOTION CARRIED 4:0

6.9 Amending the term dates for Planning and Zoning member Tom Meyer and Zoning Board of Appeals member Scott McCall to a new expiration date of November 21, 2023

B. Petrie-McComber MOVED to amend the term dates for Planning and Zoning member Tom Meyer and Zoning Board of Appeals member Scott McCall to a new expiration date of November 21, 2023 based on advice by council. R. Chesmer SECONDED.

MOTION CARRIED 5:0

6.10 Hiring of a Tax Collector

The board interviewed and extended an offer to Kelly Lawer who was invited to executive session

6.11 Accept resignation of Office Manager, Bernard W. Dennler, Effective November 17, 2023

B. Petrie-McComber moved to add agenda item 6.11 Accept resignation of Office Manager, Bernard W. Dennler, Effective November 17, 2023. K. Smith SECONDED.

MOTION CARRIED 5:0

B. Petrie-McComber MOVED to accept resignation of Office Manager, Bernard W. Dennler, Effective November 17, 2023. K. Smith SECONDED.

MOTION CARRIED 5:0

6.12 Authorize \$5,569.50 out of TIP to replace damaged fitness equipment at the fire station

B. Petrie-McComber MOVED to add agenda item 6.12 Authorize \$5,569.50 out of TIP to replace damaged fitness equipment at the fire station. K. Smith SECONDED

MOTION CARRIED 5:0

K. Smith MOVED to authorize \$5,569.50 for fitness equipment out of TIP to replace damaged fitness equipment. K. Cwikla SECONDED.

MOTION CARRIED 4:0

B. Petrie-McComber abstained.

6.13 Appoint Board of Assessment Appeals Phil Ziel (D) to fill a vacancy for two years with a term date from November 20, 2023 through November 17, 2025

K. Smith MOVED to add agenda item 6.13 Appoint Board of Assessment Appeals Phil Ziel (D) to fill a vacancy for two years with a term date from November 20, 2023 through November 17, 2025. R. Chesmer SECONDED.

MOTION CARRIED 5:0

K. Smith MOVED to Appoint Board of Assessment Appeals Phil Ziel (D) to fill a vacancy for two years with a term date from November 20, 2023 through November 17, 2025. R. Chesmer SECONDED.

MOTION CARRIED 5:0

6.14 Approve of Green Scapes Inc. invoice for \$19,000 out of the Library renovations fund

K. Smith MOVED to add agenda item 6.14 to the agenda to read Approve of Green Scapes Inc. invoice for \$19,000 out of the Library renovations fund. B. Petrie-McComber SECONDED

MOTION CARRIED 5:0

B. Petrie-McComber MOVED to Approve of Green Scapes Inc. invoice for \$19,000 out of the Library renovations fund. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

6.15 Adoption of Board of Selectmen meeting calendar

B. Petrie-McComber moved to add 6.15 Adoption of Board of Selectmen meeting calendar. K. Smith SECONDED.

MOTION CARRIED 5:0

B. Petrie-McComber MOVED to approve of the 2024 Board of Selectmen meeting calendar as presented.

K. Smith SECONDED

MOTION CARRIED 5:0

6.16 Post a Department of Public Works Non-CDL Maintainer position for Tuesday through Saturday at \$22/hr.

K. Smith MOVED to add agenda item 6.16 Post a Department of Public Works Non-CDL Maintainer position for Tuesday through Saturday at \$22/hr. K. Cwikla SECONDED.

MOTION CARRIED 4:0

K. Smith MOVED to post and hire a Department of Public Works Non-CDL Maintainer position for Tuesday through Saturday at \$22/hr. K. Cwikla SECONDED.

D. Hunniford will create a job description before posting the position.

MOTION CARRIED 3:1

B. Petrie-McComber Voted No

7.0 Old Business

Discuss and act upon:

7.1 Executive Session: Department of Public Works and Town Hall Staffing

K. Cwikla MOVED to enter executive session at 5:55pm and invited Kelly Lawer to participate. K. Smith SECONDED.

Exited 6:51pm

M. DeCaprio left the meeting following executive session for the remainder of the meeting

8.0 Discuss and act upon approval of minutes

8.1 October 3, 2023 Regular Meeting – M. DeCaprio not present

B. Petrie-McComber MOVED to approve the minutes from the October 3rd regular meeting. K. Smith SECONDED.

MOTION CARRIED 4:0

9.0 Adjourn

Meeting adjourned at 7:00pm.

Respectfully submitted,

Michael R. Wolf

Administrative Clerk