

**Board of Selectmen
Regular Meeting
April 7, 2020 — 5:00 PM
TOWN HALL & TELECONFERENCE
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith and Glen Coutu
Others Present: Bernard Dennler (Administrative Assistant/Zoom Web Host); Valerie Belles (Senior Accountant); Emma Sousa (Assessor); Tom Meyer (Cemetery Commission); Mike Licata (Emergency Management Director); Mark Elliot, Todd Kulman, and Allen Olenick (Lebanon Volunteer Fire Department); Brandon Handfield (Engineering Consultant)

1.0 Call to Order

K. Cwikla called the meeting to order at 5:03 PM.

2.0 Public Forum

There was no public forum.

3.0 Correspondence

3.1 Police activity report

The Selectmen reviewed the report.

3.2 Monthly letter from Troop K

The Selectmen reviewed the letter.

4.0 Financials

4.1 Monthly budget reports

The Selectmen discussed the Computer Services Account. K. Cwikla said it appeared there was only 11 percent remaining. V. Belles said there was an error and the adopted budget was higher than shown in the spreadsheet. The true amount remaining is 28 percent. Town Hall Account 417 was also corrected.

5.0 Consent Agenda

G. Coutu MOVED to adopt the Consent Agenda as presented:

5.1 Approval of Minutes

Approve the following minutes:

- a. Minutes of the March 3, 2020 Regular Meeting*
- b. Minutes of the March 4, 2020 Special Meeting*
- c. Minutes of the March 6, 2020 Special Meeting*
- d. Minutes of the March 11, 2020 5:00 PM Special Meeting*
- e. Minutes of the March 11, 2020 6:00 PM Special Meeting*
- f. Minutes of the March 17, 2020 Special Meeting*
- g. Minutes of the March 18, 2020 Special Meeting*
- h. Minutes of the March 26, 2020 4:00 PM Special Meeting*
- i. Minutes of the March 26, 2020 4:30 PM Special Meeting*

5.2 Approval of Tax Refunds

Karen Carter	\$22.18
Corelogic Tax Service	1857.35
JNB Arizona Investments	\$34.69
JP Morgan Chase Bank NA	\$342.13
Kimbrough Lisa C	\$62.71
Amy McGonagle Trustee	\$2864.85
Daniel J. Ramsey	\$25.54
VW Credit Leasing LTD	\$182.14
Charles B Weinsteiger	\$48.92

5.3 Appointments

- a. *Re-appointment of Jan Fitter to the Conservation and Agriculture Commission, with a term to expire 4/1/2023*
- b. *Re-appointment of John Slate to the Conservation and Agriculture Commission, with a term to expire 4/1/2023*
- c. *Re-appointment of Dennis Goderre as an alternate to the Conservation and Agriculture Commission, with a term to expire 4/1/2023*

K. Smith SECONDED.

MOTION CARRIED 3:0

6.0 New Business

Discuss and act upon:

6.1 Adopting a resolution to set a new date for the 2020 Selectmen Special Election, per Governor's Executive Order 7M

K. Cwikla said the Selectmen were considering a resolution that would delay the special election scheduled for May 19, 2020 under the Town Charter. An executive order by Governor Lamont gives the Board of Selectmen the authority to delay Charter-related deadlines up to 90 days in light of the COVID19 pandemic. K. Smith said the new date would be August 18, 2020.

K. Smith MOVED to adopt a resolution, included as Attachment A to these Minutes, setting the new date for the 2020 Selectmen Special Election as August 18, 2020, as authorized by Governor Ned Lamont Executive Order 7M. G. Coutu SECONDED.

MOTION CARRIED 3:0

6.2 Adopting a resolution directing the Board of Finance to adopt a budget

K. Cwikla stated that the Board of Selectmen needed to adopt a resolution directing the Board of Finance to develop a budget due to the ongoing pandemic.

G. Coutu MOVED to adopt a resolution, included as Attachment B to these Minutes, directing the Board of Finance to adopt a budget K. Smith SECONDED.

MOTION CARRIED 3:0

G. Coutu MOVED to adjourn the order of agenda and to take up item 6.4 "Authorizing TIP Expenditure for purchase of new Finance Department laptop" and to take up item 6.3 later on the agenda. K. Smith SECONDED.

MOTION CARRIED 3:0

6.3 Recommendation to the Board of Finance on allocating up to \$80,000 for repairs to fire department tanker

Discussion on this item followed item 6.6. M. Elliot said they had received three quotes for repairs to the tanker truck. The quotes were from different companies with different degrees of work to the vehicles. K. Smith asked when the work would be able to be performed. M. Elliot said the repair schedules vary right now, but it would take 4 to 6 weeks to get the rails ordered. K. Smith asked what quote and work they would recommend. M. Elliot said the quote from Bulldog Fire Apparatus which includes removal and reassembly of pump body with new rails and replacement of rear suspension.

K. Smith MOVED to recommend the Board of Finance allocate up to \$80,000 for repairs to the fire department tanker with the funding source to be determined by the Board of Finance. G. Coutu SECONDED.

MOTION CARRIED 3:0

G. Coutu MOVED to adjourn the order of agenda to add Item 6.8 "Discussion with tax collector regarding executive order changes to office." K. Smith SECONDED.

MOTION CARRIED 3:0

6.4 Authorizing TIP Expenditure for purchase of new Finance Department laptop

B. Dennler stated that the Finance Department purchased a new laptop for the Senior Accountant which will allow the Accounting Technician to have a computer to work from home on bank reconciliations ahead of the end of the fiscal year.

G. Coutu MOVED to authorize \$1230.89 in funds from TIP to pay for a Finance Department laptop for work from home operations in the pandemic. K. Smith SECONDED.

MOTION CARRIED 3:0

6.5 Authorizing TIP Expenditure for GIS Map Updates

There were technical difficulties and E. Sousa's call disconnected. E. Sousa called back. There were some ongoing audio issues.

G. Coutu MOVED to adjourn the order of agenda and to take up item 7.1 "Authorize the First Selectman to sign a Contract for Map Development at North Lebanon Cemetery" and subsequent items, tabling items 6.5, 6.6, and 6.7 until relevant parties were on the call to discuss the items. K. Smith SECONDED.

MOTION CARRIED 3:0

The Selectmen returned to Item 6.5 following item 7.1. E. Sousa said there is a layer of discrepancy in the existing GIS maps. She said correcting this will help 911 dispatch services. E. Sousa said there were no contracts needed.

G. Coutu MOVED to expend up to \$2000 from TIP to pay for GIS map updates. K. Smith SECONDED.

MOTION CARRIED 3:0

6.6 Emergency Funding for Emergency Management and EMS

Discussion on this item followed Item 6.7. The Selectmen reviewed a request for funding from the Lebanon Volunteer Fire Department for 24-hour coverage during the pandemic. G. Coutu said the Selectmen would make a motion on this with the Board of Finance at the joint meeting later the same night. The Selectmen, LVFD, and V. Belles continued a discussion on whether the Town will apply for FEMA funding separately or under the Town.

NO ACTION TAKEN

6.7 Appointment of an Additional Emergency Management Deputy

Discussion on this item followed Item 7.3. K. Cwikla said he received two pieces of correspondence expressing interest in these positions from John Lyon and Betsy Petrie. B. Dennler asked if there would be a term expiration date. The Selectmen discussed the current EMD deputy.

G. Coutu MOVED to appoint John Lyon and Betsy Petrie McComber as additional Emergency Management Deputies for a term of one year, effective 4/7/20 and to expire 4/7/21. K. Smith SECONDED.

MOTION CARRIED 3:0

6.8 Discussion with Tax Collector about executive order changes to office

Tax Collector K. Lawer said there has been an executive order affecting the tax office. She said the Town has until April 25 to choose from two options, a deferment program or a reduced interest program. She suggested this may be best discussed during an executive session. G. Coutu said Town counsel is looking at the item and requested K. Cwikla see if the item can be discussed at an executive session or if it needs to be open session. They agreed to discuss this again within the next 7 to 10 days.

NO ACTION TAKEN

7.0 Old Business

Discuss and act upon:

7.1 Authorize First Selectman to sign a Contract for Map Development at North Lebanon Cemetery

T. Meyer said the contract is will provide GPS and other mapping needs for North Lebanon Cemetery for \$495. T. Meyey said this is the same company that has done mapping work for the Cemetery Commission before. G. Coutu asked what the funding source was. T. Meyer said the Selectmen and Cemetery Commission previously agreed to fund this from the North Lebanon capital account.

K. Smith MOVED to authorize the First Selectman to sign the contract with CHA for map development at North Lebanon Cemetery with funds to come from the North Lebanon Cemetery capital account. G. Coutu SECONDED.

MOTION CARRIED 3:0

7.2 Town Endowment Account and Bond Maturity

K. Cwikla said that one of the Town-owned bonds had matured at \$45,407.25. K. Cwikla said it would be rolled over into a new government bond.

G. Coutu MOVED to reinvest \$45,407.25 into a U.S. Treasury Bond. K. Smith SECONDED.
MOTION CARRIED 3:0

7.3 FEMA Update

Discussion on this item came after Item 7.4. B. Handfield spoke regarding the FEMA process for Smith and Randall Road. He said he expected Smith Road bids to go out before the end of the month and there would likely be a 90-day construction period. K. Smith asked if Randall Road would be a 90 day construction process as well. He said it would be. K. Cwikla asked if it is realistic for the projects to be completed by October or November. B. Handfield said yes, but Smith Road is the first priority.

K. Smith asked if the plan was to forgo FEMA funding on Randall Road. B. Handfield said it no longer makes sense to wait for FEMA to resolve their issues with the Randall project and that the Town needs to move forward with the bidding process. He said they are still working with FEMA on possible reimbursements but the work itself should move forward.

NO ACTION TAKEN

7.4 COVID19 Operations Update

A. Olenick discussed the LVFD is taking protective measures. M. Licata said the town had secured rooms at local hotels which will allow fire department, EMS, or others who are exposed to COVID19 to self-quarantine, if necessary, away from their families. He said so far there have been few reported cases in Lebanon. He said the social distancing seems to be effective in town so far. K. Cwikla said the town has signs in locations reminding people to social distance. He said some of those temporary signs will go in front of the walking path on the Green. M. Licata said he also has put in a request for PPE for police

K. Smith how many beds are available at Eastern Connecticut State University. M. Licata said there are dorms being converted for use, but he did not know the number available yet. He said these may be used just for quarantine or also for medical treatment. M. Licata, V. Belles, and the Selectmen discussed whether the LVFD should apply separately for FEMA reimbursements. M. Licata and G. Coutu recommended simplifying the process by applying under one grant. V. Belles spoke about possible accounting difficulties. She said the auditor had recommended applying separately because the LVFD already has its own DUNS number. They agreed to look into this further.

NO ACTION TAKEN

G. Coutu MOVED to adjourn at 6:17 PM. K. Smith SECONDED.
MOTION CARRIED 3:0

Respectfully submitted,
Bernard W. Dennler III
Administrative Assistant

**TOWN OF LEBANON
BOARD OF SELECTMEN
APRIL 7, 2020
RESOLUTION REGARDING BUDGET ADOPTION**

WHEREAS, on March 30, 2020, pursuant to the Governor's Executive Order 7C(5) dated March 21, 2020, the Lebanon Board of Selectmen adopted a resolution extending all municipal budget deadlines by thirty (30) days; and

WHEREAS, as mandated under the Governor's Executive Order 7I(13), dated March 21, 2020, (i) the statutory and charter requirements for holding town meeting and referendum votes on the town budget for July 1, 2020 to June 30, 2021 are suspended, (ii) no such town meeting or referendum vote is allowed for this year's budget process, and (iii) the Board of Finance is charged with adopting a town budget and setting a sufficient mill rate for the upcoming fiscal year pursuant to the extended deadlines referenced above; and

WHEREAS, pursuant to Executive Order 7I(13), the Board of Selectmen is mandated to authorize and direct the budget-making authority for the Town of Lebanon, the Lebanon Board of Finance, to adopt a budget for the July 1, 2020 – June 30, 2021 fiscal year and to set a mill rate sufficient, in addition to the other estimated yearly income and in addition to such revenue surplus, if any, as may be appropriated, not only to pay the expenses of the town for the next fiscal year but also to absorb the town's revenue deficit, if any, at the beginning of the next fiscal year; such action to be taken without holding votes otherwise required for budget approval.

NOW, THEREFORE, BE IT RESOLVED, that, as required under Executive Order 7I, the Board of Selectmen hereby authorizes and directs the Board of Finance to adopt a budget for the July 1, 2020 – June 30, 2021 fiscal year and to set a mill rate sufficient, in addition to the other estimated yearly income and in addition to such revenue surplus, if any, as may be appropriated, not only to pay the expenses of the town for the next fiscal year but also to absorb the town's revenue deficit, if any, at the beginning of the next fiscal year; such action to be taken without holding town meeting and referendum votes as would otherwise be required for budget approval; and


FURTHER RESOLVED, that, taking into account the thirty (30) day budget extension, the budget is required to be passed and the mill rate set, as set forth above, no later than June 3, 2020.

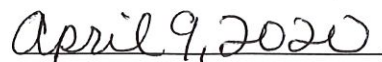

Kevin Cwikla
First Selectman

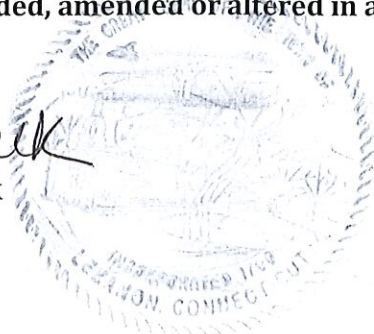

Kathleen Smith
Selectman


Glen Coutu
Selectman

I, Mary Ellen Wieczorek, the Clerk of the Town of Lebanon, do hereby certify this to be a true copy of the Resolution duly adopted at the Board of Selectmen's meeting on April 7, 2020 and that it has not been rescinded, amended or altered in any way, and that it remains in full force and effect.


Mary Ellen Wieczorek, Clerk
1 (SEAL)


Date



**TOWN OF LEBANON
BOARD OF SELECTMEN
APRIL 7, 2020
RESOLUTION REGARDING SPECIAL ELECTION FOR NEW SELECTMEN**

WHEREAS, in response to the COVID 19 virus, the Governor of the State of Connecticut has issued Executive Orders (EOs) which curtail and/or prohibit public meetings and gatherings, which includes all municipal elections; and

WHEREAS, the Charter of the Town of Lebanon (Section 11.2.2) requires that a special election be held no later than May 29, 2020 for the election of two selectmen whose terms in office shall expire on November 21, 2023; and

WHEREAS, the Lebanon Board of Selectmen (BOS) previously set the election for May 19, 2020; and

WHEREAS, EO 7M allows the BOS to extend the above-referenced Charter deadline up to 90 days; and

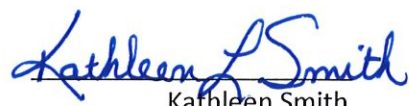
WHEREAS, the BOS believes it is in the best interests of the Town to reschedule the May 19, 2020 special election to August 18, 2020.

NOW THEREFORE BE IT RESOLVED, that, pursuant to Section 3 of the Governor's Executive Order 7M, entitled EXTENSION OF AGENCY ADMINISTRATIVE DEADLINES, the Lebanon Board of Selectmen hereby rescinds its prior action with respect to the above-referenced special election; and be it

FURTHER RESOLVED, that the special election required under Section 11.2.2 of the Lebanon Town Charter is hereby scheduled for August 18, 2020; and be it


FURTHER RESOLVED, that the Town Clerk and Town Counsel are authorized and directed to provide all notifications required by law and the Charter, including but not limited to the Connecticut Secretary of State.

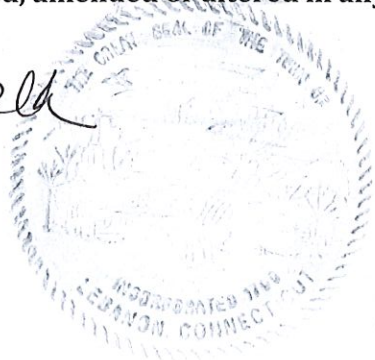

Kevin Cwikla
First Selectman


Kathleen Smith
Selectman


Glen Coutu
Selectman

I, Mary Ellen Wieczorek, the Clerk of the Town of Lebanon, do hereby certify this to be a true copy of the Resolution duly adopted at the Board of Selectmen's meeting on April 7, 2020 and that it has not been rescinded, amended or altered in any way, and that it remains in full force and effect.


Mary Ellen Wieczorek, Clerk
(SEAL)


April 9, 2020
Date