

Board of Selectmen
SPECIAL MEETING
April 7, 2016– 4:00 PM
Town Hall

MINUTES

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

Also Present:, Town Planner Philip Chester, Building Inspector Jason Nowosad, Chronicle reporter Kimberly Wetzal, Maggie McCaw, Bill Alleman from Edward Jones Investments, and Administrative Assistant Linda McDonald

1.0 Call to Order

2.0 Correspondence

2.1 Lebanon Senior Center Policies and Procedures Document: J. Bendoraitis suggested some modifications to the document. Modifications will be made and the revised document will be sent to the Commission on Aging. J. Bendoraitis MOVED to approve the Lebanon Senior Center Policies and Procedures Document as modified. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

2.2 Invoice for Interlocal Agreement for Baker Hill Bridge Project: J. Bendoraitis MOVED to approve payment of the invoice for Interlocal Agreement for Baker Hill Bridge Project to the Town of Columbia. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

2.3 Correspondence from Lebanon Republican Town Committee dated March 30, 2016

2.4 Correspondence from Department of Transportation regarding Cancellation of the Clean Fuel Program

3.0 Financials

3.1 Update on Endowment Portfolio from Edward Jones: Bill Alleman updated the Board on the Town's Investment Portfolio. He recommended parting ways with some small and under-performing investments in the Ellen Lathrop fund.

J. Bendoraitis MOVED to direct the Deputy Treasurer to execute the trades of Amgen Inc, Alpha Natural Resources Inc, Fluor Corp, General Motors Company, GoldCorp Inc, Monsanto Company, and Invesgo American Franchise Fund with proceeds to be invested in the Franklin Templeton Government Securities Bond Fund. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

3.2 Monthly Expenditure Report

3.3 Renewing CD with Funds generated from collections at the Solid Waste Facility (SWF): B. Petrie said these funds are part of the General Fund. Discussion followed on renewing the CD or "sweeping" the account into more substantial account. No action.

4.0 Old Business

Discuss and act upon:

4.1 Hiring of WPCA Field Agent: B. Petrie reported that the WPCA has retained Jason Nowosad as Field Agent.

5.0 New Business

Discuss and act upon:

- 5.1** Approving the Revised Job Descriptions for Library Director and Library Assistant: Discussion and action on this item were tabled to a future meeting.

- 5.2** Replacement Schedule for Library Computers: J. Bendoraitis commented it has been Town practice to replace computers upon need. Discussion and action on this item were tabled to a future meeting.

- 5.3** Approving the Lebanon Senior Center Use Policy: B. Petrie explained this document has been worked on for a long time. A minor modification was made to the document.

B. Petrie MOVED to approve the Lebanon Senior Center Use Policy as amended. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

- 5.4** Revisions to the job description for Van Driver: Discussion followed on who is liable for reimbursing for moving violations, parking tickets and paying for the driver's bi-annual physical. B. Petrie will follow-up on this.

G. Coutu MOVED to approve the revision to the job description for Van Driver. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

- 5.5** Adoption of the Resolution to enter into a contract with the Connecticut Department of Agriculture for the 2015 Farm Viability Grant

J. Bendoraitis MOVED to adopt the resolution to enter into a contract with the Connecticut Department of Agriculture for the 2015 Farm Viability Grant. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

- 5.6** Authorizing the First Selectman to Sign the Non-Discrimination Certification for the Connecticut Department of Agriculture for the 2015 Farm Viability Grant

J. Bendoraitis MOVED to authorize the First Selectman to Sign the Non-Discrimination Certification for the Connecticut Department of Agriculture for the \$16,000.00 2015 Farm Viability Grant. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

- 5.7** Authorizing the First Selectman to Sign the contract with the Connecticut Department of Agriculture for the 2015 Farm Viability Grant

J. Bendoraitis MOVED to authorize the First Selectman to Sign the contract with the Connecticut Department of Agriculture for the 2015 Farm Viability Grant. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

- 5.8** Authorizing the Use of Open Space Funds to Conduct Appraisal for Land Preservation Negotiation Purposes.

B. Petrie MOVED to authorize the Use of \$4,000.00 in Open Space Funds to conduct an appraisal for land preservation negotiation purposes on the Ron & Charles Bender property on Bender Road. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

- 5.9** Awarding Electrical Contract for Exhaust System at the Fire Safety Complex: J. Nowosad reported he received a third bid today and distributed copies to the members for review. He recommended giving the contract to the low bidder. The exhaust system has been installed.

B. Petrie MOVED to award the electrical contract for the exhaust system at the Fire Safety Complex to Davidson Electric at a cost not to exceed \$950.00. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 5.10** Discussion with Facilities Manager/Building Official regarding Aspinall Garage, revised Permit Fee Ordinance, Reduction in number of members of WPCA, and Report on Building Department Activity:

Aspinall Garage: B. Petrie said there is a need to find space to garage a special event police cruiser and for Fire Department storage. The Town is not in a position to pay for any repairs this fiscal year. The Fire Department and Police Department could enter into a cost-sharing agreement. J. Nowosad explained the repairs and improvements that would be needed and the garage would be divided into two bays. The cost for repairs would be approximately \$3,000.00.

J. Bendoraitis MOVED to allocate the space at the Aspinall Garage for use jointly by the Police Department and Volunteer Fire Department. G. Coutu SECONDED. MOTION CARRIED 2:0:1 with B. Petrie abstaining.

Revised Permit Fee Ordinance: J. Nowosad explained any change would have to be brought to Town Meeting. Having permit fees based on valuation would simplify permit applications and apply fairness across the board. J. Bendoraitis said he would recommend asking for 30 day effective date. J. Nowosad will make recommended modifications to the ordinance for possible inclusion for vote at annual town meeting. Discussion followed on possible revision scenarios to the fee for working without a permit.

Discussion followed on establishing better communication in the application process, specifically between a Variance approval and Health Department approval. J. Nowosad said the department is working on a detailed management work flow.

Reduction in number of members of WPCA: Discussion followed on reducing the number of members in both the WPCA and the Solid Waste Commission to better ensure a quorum at each board's meetings. Any ordinance changes would require town meeting approval.

Report on Building Department Activity and Budget Summary: The members complimented J. Nowosad on his hard work with the building department operations.

- 5.11** Board of Finance (BOF) approval of funds for Public Works equipment repairs: B. Petrie sent itemized list of equipment repairs to the BOF. She will attend a future BOF meeting to discuss.

5.12 IT Support Service Proposals: J. Bendoraitis asked if the members wished to consider a change regarding the Town's IT support vendor. Discussion followed on the cost and service differences between the vendor proposals. J. Bendoraitis commented that the Town doesn't fit the niche with current vendor. One vendor under consideration has experience working with municipalities. B. Petrie said it is time to make a change. The Board will continue with further review. No action.

5.13 Site-to-site VPN/Data Centralization Proposal: No action.

5.14 Award of Contract for Bascom Road Rehabilitation Project:

B. Petrie MOVED to award the contract for the Bascom Road Rehabilitation Project to Charles Pasteryak Jr., Inc. of Lisbon, Connecticut in the amount of \$820,690.00 as recommend by Anchor Engineering Services Inc. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

5.15 Authorizing the Hiring of Aquatic Director, Two Water Safety Instructors and Five Lifeguards for the 2016 Pool Season:

B. Petrie MOVED to authorize the Recreation Director to post the positions for an Aquatic Director, two Water Safety Instructors and five lifeguards for the 2016 Pool Season and bring the names to the BOS for hiring. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

5.16 Request from Emergency Management Director Mark DeCaprio to allow the use of Emergency Management funds to cost share with the Volunteer Fire Department the replacement of the warning siren at the Fire Safety Complex.

B. Petrie recused herself from discussion/action on this item.

After discussion, the consensus of the Board is to have the Fire Department get quotes for the total cost of the project to bring to Emergency Management Director Mark DeCaprio.

5.17 Earth Day Proclamation

J. Bendoraitis MOVED to authorize the Board of Selectmen to sign the 2016 Earth Day Proclamation. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

6.0 Departmental Update

7.0 Minutes

Discuss and act upon:

7.1 Approving the minutes from the March 8, 2016 Special Meeting: J. Bendoraitis MOVED to approve the minutes from the March 8, 2016 Special Meeting as presented. B. Petrie SECONDED. MOTION CARRIED 2:0:1 with G. Coutu abstaining.

7.2 Approving the minutes from the March 17, 2016 Special Meeting: J. BENDORAITIS MOVED to approve the minutes from the March 17, 2016 Special Meeting as presented. B. PETRIE SECONDED. MOTION CARRIED 2:0:1 with G. Coutu abstaining.

8.0 Resignations

9.0 Appointments

9.1 Re-Appointment of Howard Wayland to the Conservation and Agriculture Commission

J. BENDORAITIS MOVED to re-appoint Howard Wayland to the Conservation and Agriculture Commission, term ending 4/1/2019. B. PETRIE SECONDED. MOTION CARRIED 3:0:0.

9.2 Re-Appointment of Antoinette Willard to the Conservation and Agriculture Commission

J. BENDORAITIS MOVED to re-appoint Antoinette Willard to the Conservation and Agriculture Commission, term ending 4/1/2019. B. PETRIE SECONDED. MOTION CARRIED 3:0:0.

9.3 Re-Appointment of Emery Gluck to the Conservation and Agriculture Commission

J. BENDORAITIS MOVED to re-appoint Emery Gluck to the Conservation and Agriculture Commission, term ending 4/1/2019. G. COUTU SECONDED. MOTION CARRIED 3:0:0.

10.0 Police Report: The board noted the increase in the number of citations in March. The police have stepped up enforcement patrols.

11.0 Tax Refunds: One tax refund was removed from the list. J. Bendoraitis MOVED to approve the tax refunds as presented by the Tax Collector. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

Tax Refunds for April 2016	Amount
Dennis & Glenda Riley Sr	\$1,536.81
Powers Outdoor Services LLC	\$31.00
Lynne Marden	\$22.56
Therese Grassi	\$529.81
David or Maureen Surprenant	\$80.42
Eric & Donna Rohrbach	\$100.00
Matt Stebbins	\$45.00
Elie & Cassandra Lisee	\$1,969.54
Diane Marquis	\$53.99
Daniel & Carla Lally	\$2,304.47

12.0 Adjournment: B. Petrie MOVED to adjourn the meeting at 5:36 p.m. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

Respectfully Submitted by Linda H. McDonald

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.