

Board of Selectmen
SPECIAL MEETING
November 19, 2015 – 4:00 PM
Town Hall

MINUTES

Members Present: First Selectman Betsy Petrie, Selectman Glen Coutu and Selectman John Bendoraitis **Also Present:** Reporter Corey Sipe from the Willimantic Chronicle, Public Works Director Brandon Handfield, Highway Foreman Jay Tuttle, Sue Ingalls and Administrative Assistant Linda McDonald

- 1.0** Call to Order: B. Petrie called the meeting to order at 4:02 p.m.
- 2.0** Correspondence
- 2.1** Town Clerk Correspondence regarding 2015 municipal election results: This correspondence was include for informational purposes only.
- 3.0** New Business
 - Discuss and act upon:**
 - 3.1** FFY 2015 State Homeland Security Grant Program Region 4 Memorandum of Agreement (MOA):

J. Bendoraitis explained that this MOA is submitted yearly. J. Bendoraitis MOVED to authorize the First Selectman to sign the resolution and execute the FFY 2015 State Homeland Security Grant Program Region 4 Memorandum of Agreement. G. Coutu SECONDED. MOTION CARRIED 3:0:0.
 - 3.2** Public Works Department Highway Maintainer position: B. Handfield discussed possible options for filling the position due to a pending retirement. G. Coutu said with winter pending there is an urgency to fill the position but would like to have more time to gather information. The Board directed B. Handfield to reach out to two prior applicants for their availability. A special meeting will be scheduled for Monday, November 23 for discussion and possible action on the Highway Maintainer and Public works department.
 - 3.3** Walker IT support contract: J. Bendoraitis explained the specifics of the current contract and how it would change with the new proposal. Discussion followed. G. Coutu MOVED to authorize the First Selectman to sign the General Service Agreement with The Walker Group to run from 12/1/2015 through 11/30/2015. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.
 - 3.4** New wireless solution for Town Hall: J. Bendoraitis explained there is sporadic wireless connectivity throughout the building and said The Walker Group is recommending and have submitted a quote for an Aerohive Wireless Solution. G. Coutu MOVED to authorize the First Selectman to sign-off on the quote totaling \$4,394.25, funds to come from TIP. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

3.5 Approving software licensing agreement for Building Department & Social Services software:

J. Bendoraitis said about seven years ago the town looked into purchasing software to improve and streamline operations in the Building Department. Commercial software packages were too expensive so he wrote the software at no cost to the Town. He is hoping to expand the software capabilities to the Social Services Department. This licensing agreement was drawn up by J. Bendoraitis to allow for only the Town to have use of the software and is renewed every two years.

B. Petrie MOVED to authorize the First Selectman to sign the renewal software license agreement with the software developer for a two year period beginning 11/30/15 through 11/30/2017. G. Coutu SECONDED. MOTION CARRIED 2:0:1 with J. Bendoraitis abstaining.

3.6 Lebanon Board of Finance Calendar for 2016-2017 Fiscal year Budget: The Board of Finance has set its budget calendar and the budget process will begin soon.

3.7 Discuss and act upon holiday hours. J. Bendoraitis MOVED to approve the following Town Hall Holiday Hours Schedule: Friday, December 11, 2015 – Town Hall closed at 12:30 pm for employee party; Thursday, December 24, 2015 and Thursday, December 31, 2015 – Town Hall closed at 1:00 pm. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

3.8 Establishing a new BOS meeting schedule for calendar year 2016. After brief discussion, J. Bendoraitis MOVED to modify the BOS meeting schedule for calendar year 2016 to reflect a meeting time of 3:00 p.m. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

3.9 Constable re-appointments: B. Petrie referred to correspondence from Resident State Trooper Collin Konow in which he recommends the re-appointment of Town of Lebanon Constables Joseph Dolan and Brice Padewski for the next two year term.

B. Petrie MOVED to re-appoint Joseph Dolan and Brice Padewski as constables for the Town of Lebanon for the two year period beginning January 1, 2016 through December 31, 2018. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0. B. Petrie said she will have further conversation with Trooper Konow about the program.

4.0 Departmental Update: J. Bendoraitis explained why this item continues to be on the agenda and said the initial purpose was to have a representative from each Town department come to the meeting to provide an update on the activities of their department. He said this was a good way for the BOS to stay briefed on what goes on in each department. Over time these updates have lapsed. After discussion, the consensus of the Board was to establish a rotating schedule of each town department to provide a departmental update at the BOS meetings.

5.0 Minutes

Discuss and act upon:

7.1 Approving the minutes from the November 10, 2015 Special Meeting: The minutes were amended as follows:

Item 4.1: B. Alleman presented a general overview of the Town's accounts. He noted the Town has 75% of its portfolio in stock market investments with dividend paying stocks and 25% in **short term and intermediate paying term stocks**. The income projected to be spun off in the next 12 months is \$96K. ~~Bonds are producing \$20-25K per year in income and~~ Item 5.3: D. Battye explained that the Commission on Aging receives **a matching grant for elderly and disabled demand responsive transportation**. ~~on-demand grant money for transportation services~~. This is a matching grant but the expenses have to be shown in the operating budget.

J. Bendoraitis MOVED to approve the minutes from the November 10, 2015 special meeting as amended. B. Petrie SECONDED. MOTION CARRIED 1:0:2 WITH b. Petrie and G. Coutu abstaining.

8.0 Old Business: No old business.

9.0 Resignations: No resignations.

10.0 Appointments: No appointments. Discussion followed on getting input from the boards and commissions when making appointments.

11.0 Tax Refunds: J. Bendoraitis MOVED to approve the following tax refunds as presented. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

Tax Refunds for November 2015	Amount
Eugene Abel	\$426.08
Aaron Lewis	\$43.19
Scot Alan Bailey	\$14.35
Ingrid Valenzuela	\$71.32
Sylvia Ann Dumond	\$80.00
Nichols Forestry & Logging	\$23.19
Seymour Robbins	\$53.62
Robert Paris	\$18.02
DL Peterson Trust	\$139.62
DL Peterson Trust	\$162.81
David Chester Therrien	\$11.65
Heather Cascio	\$6.25
Gerardo Michele Jr	\$16.76
Gloria Bigenski Trust	\$106.23
Kim Holmes	\$14.35
Honda Lease Trust	\$415.86
David Suprenant	\$4.76
Karen Hunt	\$8.50

12.0 Adjournment: G. Coutu MOVED to adjourn the meeting at 4:52 p.m. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

Respectfully Submitted,
Linda H. McDonald

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