

BOARD OF SELECTMEN  
**SPECIAL MEETING**  
August 13, 2015, 3:00 p.m.  
Town Hall

**MINUTES**

**Members Present:** First Selectman Joyce Okonuk, Selectman Linda Finelli, and Selectman John Bendoraitis **Also Present:** Treasurer James Forrest, Director of Public Works Brandon Handfield, Recreation Director Sandra Tremblay, Town Planner Phil Chester, Nick Poppiti and Administrative Assistant Linda McDonald

**1. CALL TO ORDER:** J. Okonuk called the meeting to order at 3:04 p.m.

J. Okonuk MOVED to change the order of the agenda to take up item 7: Executive Session first. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

J. Okonuk MOVED to enter Executive Session at 3:05 p.m. with B. Handfield and P. Chester invited to join the Selectmen. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

**7.0 Executive Session:** Negotiations on Sale of Town Land and Personnel Matter

The Board returned to Regular Session at 3:14 p.m.

7.1 Discuss and act upon authorizing the Development Agreement and recommending to Town Meeting the sale of town land for the purpose of constructing active adult housing.

L. Finelli MOVED to authorize the First Selectman to sign the Development Agreement for the sale of town land for the purpose of constructing active adult housing with the Paradise Agency of Colchester. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

**2.0 Public Forum:** No public forum.

**3.0 Correspondence:**

3.1 Correspondence from Connecticut Green Bank. Discussion followed on the \$9,000.00 in rewards from the Connecticut Green Bank (CGB) through the Clean Energy Communities program that may be used for any project involving energy efficiency, renewable energy or alternative fuel vehicles. J. Forrest will bring the correspondence to the attention of the Energy Task Force Advisory Committee where he sits as a member.

**4.0 Financials**

4.1 Action on this item was taken at the July 14, 2015 regular BOS meeting.

4.2 Action on this item was taken at the July 14, 2015 regular BOS meeting.

- 4.3 Finance Director Veronica Calvert investigated the rates for investing the bonded proceeds from the roads/bridges project and future bonded proceeds from the Library Project with both Chelsea Groton Bank and the Savings Institute. Looking at one-year CD's with higher yield would produce more interest than leaving in a lower interest checking account. Comparing options offered by both banks, Veronica recommended that the Town invest with Chelsea Groton Bank as the interest rate is higher and there is no penalty when withdrawing funds during the term of the CD.

J. Bendoraitis MOVED to direct the Finance Director to set up two CD's with Chelsea Groton Bank; 1) to invest the recently bonded funds proceeds from the roads/bridges project and 2) to invest proceeds from the bonding, state grant, and grant from the Hugh Trumbull Adams Trust for the library addition and renovations. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

- 4.4 Action on this item was taken under item 4.3.

- 4.5 P. Chester explained the specifics of the Farmland Preservation Project agreement on the 64-acre Leone property on Barker Road. The property was appraised by the town and an agreement was reached between Ct. Farmland Trust and the USDA in partnership with the town. This project was reviewed and recommended by the Conservation and Ag Commission. The Open Space account has an uncommitted balance of \$179,000.00.

J. Bendoraitis MOVED to recommend the allocation of \$35,000.00 from the Open Space account for the development rights purchase of the 64-acre Leone Property on Barker Road and to take the recommendation to the Board of Finance for their review and recommendation to bring to Town Meeting for final approval. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

- 4.6 It was determined that the front step to the Town Hall were not to code and additional cracks and deterioration was found on the lower ramp and front sidewalk, making it dangerous for those with wheelchairs and walkers.

J. Okonuk MOVED to contract with Harrison Concrete LLC to repair the concrete walkways and front steps at Town Hall at a cost of \$3,300.00 with funds to come from TIP Account #208-00-510-5100. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

- 4.7 J. Okonuk reported the Town Hall was recently power washed and some areas of the trim are in need of painting. A quote was received for the repainting of the trim. Selectmen discussed the recent approvals of projects for TIP funds and discussed other projects scheduled and yet to be completed. Wanting to be conservative with regard to future unknown expenses too, it was the consensus of the Board to hold off with the Town Hall trim painting and revisit this item again in the spring of 2016.

- 4.8 The Board reviewed the expenditure report.

## 5.0 Minutes

5.1 J. Okonuk MOVED to approve the July 14, 2015 special meeting minutes as presented. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

5.2 Discuss and act upon approving the minutes from the July 14, 2015 regular meeting: The regular meeting minutes of July 14, 2015 were amended as follows: item 4.1: 1st paragraph: *~~Dupont~~ Edward Jones is advising the town to sell and J. Bendoraitis is recommending that the town roll the sale into the cash account to benefit the previously authorized bond purchases.*

J. Okonuk MOVED to approve the July 14, 2015 regular meeting minutes as amended. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

## 6.0 New Business

6.1 P. Chester described the proposed exchange of the Land Use and Assessor's Offices. The Board reviewed the diagram depicting the new layouts. Requested funds would be used to switch phone and fax lines, install a new counter in the new Assessor's office and paint both offices.

L. Finelli MOVED to authorize up to \$2,500.00 from TIP account # 208-00-510-5100 for office relocations within Town Hall. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

6.2 J. Finelli MOVED to recommend to Town Meeting a Revised Ordinance as prepared by Town Counsel Dissolving the Board of Historical Preservation for the Jonathan Trumbull Jr. House Museum and Designating the Board Members of the Jonathan Trumbull Jr. House Museum LLC with a Town Meeting to be held on Monday, August 24, 2015 at 7:30 p.m. at the Fire Safety Complex. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

6.3 The Board reviewed the draft policy prepared by the Recreation Commission. Rec Coordinator Sandy Tremblay and Rec Commission member Nick Poppiti explained that the purpose of the policy was to develop a process that would provide screening of all coaches and volunteers that work with children in the Lebanon programs. J. Bendoritis observed that the policy seems to only refer to the safety of children and recommended the wording be amended to cover the safety of all participants. N. Poppiti said there is a \$1,500 line item in the Recreation budget this fiscal year to cover the expense of the background checks.

Discussion followed on the wording of the policy regarding which providers of services should be covered by background check; just volunteers or include paid employees of contracted companies and whether to cover adult activities in addition to children's activities for those individuals working in close proximity to participants.

There was further discussion regarding implementation procedures; developing an application form; confidentiality issues, and management and enforcement of the policy.

The consensus of the Board is to have J. Okonuk schedule a joint meeting with two representatives from the Soccer League and Little League and the entire membership of

the Recreation Commission for the beginning of September to talk about their execution of policies of conducting background checks. The Recreation Commission will return once the draft document has been revised.

- 6.4 Discussion followed on drafting one job description for Meeting/Board Clerk for continuity. J. Okonuk will request that the Finance director draft a job description for Meeting/Board Clerk. L. Finelli MOVED to hire Nancy Labonne as the Clerk for the Board of Finance at a flat rate of \$75.00 per meeting. If a meeting is cancelled with prior notice from the Board or due to weather, no fee will be paid. If the meeting is cancelled not in advance due to a lack of quorum, then a rate of \$25.00 will be paid. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

- 6.5 J. Okonuk MOVED to approve the language for the Charter question for the November 2015 ballot as follows: "Shall the Lebanon Town Charter as approved by the Board of Selectmen be approved and adopted?" J. Bendoraitis SECONDED. MOTION CARRIED 2:1:0 with L. Finelli opposed.

- 6.6 J. Okonuk said that Statutes require the Selectmen to publish the entire proposed Charter in a newspaper of wide-spread circulation. Discussions with Lebanon Life show that publication would be the most cost-effective way to do so and would ensure that every household in Lebanon would receive a copy of the proposed Charter.

J. Okonuk MOVED to publish the proposed Charter in a future issue of Lebanon Life at a cost of \$400.00. J. Bendoraitis SECONDED. MOTION CARRIED 2:1:0 with L. Finelli opposed.

L. Finelli brought to the attention of the Board that Connecticut State Statutes 7-191(d) states "Within 30 days after the appointing authority's approval or certification of a petition from the electorate, the charter, amendments, shall be published in full at least once in a general newspaper having circulation in the municipality." She said the document was not published within the 30 day required time period.

Discussion followed and J. Okonuk will seek legal counsel's opinion as to whether this oversight invalidates the Charter process.

## **7.0 Resignations**

- 7.1 The Recreation Commission notified the Selectmen of the resignation of Tammy Raymond citing her good work as they accepted her resignation with regret and appreciation.

## **8.0 Appointments**

- 8.1 J. Okonuk MOVED to appoint Donna Skaats as Alternate to the Zoning Board of Appeals to fill the seat recently vacated by Keith Sczurek. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.
- 8.2 J. Bendoraitis MOVED to re-appoint of Alicia Wayland to a full three term ending on 9/9/2018 on the Board of Historical Preservation for the Jonathan Trumbull Jr. House Museum. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

8.3 J. Okonuk MOVED to re-appoint Constance Tormey to a full three-year term ending on 9/9/2018 on the Board of Historical Preservation for the Jonathan Trumbull Jr. House Museum. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

8.4 J. Bendoraitis MOVED to appoint Aline Souler to fill a vacancy on the Recreation Commission, term ending 2/1/2018. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

J. Bendoraitis MOVED to appoint Alan Dunnack as member of the Recreation Commission, term ending 2/1/2018. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

**9.0 Police Report:** Reviewed – no action.

**10.0 Tax Refunds:** J. Bendoraitis MOVED to approve the tax refunds for August 2015. L. Finelli SECONDED. MOTION CARRIED 3:0:0.

<b>Tax Refunds for August 2015</b>	<b>Amount</b>
Frank Mauro	\$9.79
Debra Hundley	\$54.32
Brian Kowalyshyn	\$24.25
Savings Institute re: Gina Wentworth	\$3,251.60
Savings Institute re: Paul & Margaret Varga	\$2,223.10
David Schleicher	\$214.73

**12.0. Adjournment:** L. Finelli MOVED to ADJOURN the meeting at 5:05 p.m. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman

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