

Board of Selectmen
SPECIAL MEETING
June 23, 2015 – 5:00 p.m.
Town Hall

MINUTES

- 1.0 The meeting was called to order at 5:00 p.m. by First Selectman Joyce Okonuk. Selectmen present included Linda Finelli and John Bendoraitis and Administrative Assistant Patti Handy. Audience: None
- 2.0 Okonuk distributed a letter from Governor Malloy indicating the State's approval of Lebanon joining the Southeastern Connecticut Council of Governments (SCCOG). This notice provides the legal authority for Lebanon to apply for and receive funds as a member of SCCOG.
- 3.0 **Motion by Finelli, second by Bendoraitis to re-award the custodial contract to Richard Chabot for Senior Center Cleaning Services for FY 2015-16 as recommended by the Commission on Aging, funds to come from Acct. #100-458-5322. Vote: Yes, unanimous**
- 4.0 **Motion by Finelli, seconded by Bendoraitis to hire Linda McDonald as Administrative Assistant to the First Selectman, effective June 19, 2015, at a wage of \$17.89/hour, with all benefits as provided in the Town Hall Bargaining Unit Agreement. Vote: Yes, unanimous**
- 5.0 **Motion by Okonuk, seconded by Bendoraitis to accept, with regrets and appreciation, the resignation of Melissa Hofmann as the Van Coordinator for the Senior Center, effective June 26, 2015. Vote: Yes, unanimous**
- 6.0 **Motion by Okonuk, seconded by Finelli to hire Jeryl Bates as the Van Coordinator for the Lebanon Senior Center, effective June 25, 2015, at a wage of \$12.45/hour, as recommended by the Commission on Aging. Vote: Yes, unanimous**
- 7.0 **Motion by Finelli, seconded by Bendoraitis to approve a revised job description for the Senior Center Director/Municipal Agent for the Elderly as recommended by the Commission on Aging. Vote: Yes, unanimous**
- 8.0 The Commission on Aging has reviewed the van transportation staffing and determined that hired staff needed to be available to the van drivers in the afternoons after the morning shift (Van Coordinator) has left for the day. Volunteers are covering the desk/phone at present but are not qualified to manage issues with drivers and clients who call for services. The Van Grant will cover the cost of part-time afternoon staffing. Although Selectmen had no problem with adding this position, it was felt the job description should include more detail re the van driver interaction with the Transportation Clerk. Okonuk will refer back to the Senior Center Director for modification and bring back to next meeting for review and approval.
- 9.0 The Commission on Aging recommended a five-year copier lease and were asking Selectmen to approve. As the recommendation is for such an extended period, Bendoraitis asked to see the terms and conditions of leaving the contract should the school contract for copiers become more financially attractive. Okonuk to review contract with Ct. Business Systems and discuss with Sr. Center Director. Will bring back info to next meeting.
- 10.0 **Motion by Okonuk, seconded by Finelli to accept the resignation of Donna Lafontaine from the Commission on Aging, effective immediately, with regrets and appreciation for her years of service to the Commission and especially with her management of the transportation grant. Vote: Yes, unanimous**

Selectmen noted for the record that the reason for Lafontaine's resignation, as stated in her letter, is not accurate. Okonuk told the Selectmen that she verbally advised same to Lafontaine and the other members of the Commission on Aging who agreed with Okonuk. There is no town Ordinance that sets an age

restriction for membership on a Board or Commission.

- 11.0** John Dudek obtained pricing to replace the deteriorating exterior doors at the Senior Center. At a prior meeting Selectman Bendoraitis asked for more details as to the durability/construction of the replacement doors. The vendor, Facility Services, described the doors as commercial grade, 18 gauge hollow metal, polystyrene filled, with reinforced closer. **Motion by Bendoraitis, seconded by Finelli to recommend to the Board of Finance the approval of the purchase and installation of replacement exterior doors at the Lebanon Senior Center in the amount of up to \$6,500.00, funds to come from TIP Account #208-00-510-5100. Vote: Yes, unanimous**
- 12.0** As the July 4th holiday falls on a Saturday, town employees will recognize that Holiday on Friday, July 3rd per contract. **Motion by Bendoraitis, second by Finelli to recognize the July 4th Holiday on Friday, July 3rd for the town of Lebanon employees. Vote: Yes, unanimous.**
- 13.0 Minutes:**
- 13.1 Motion by Okonuk, seconded by Bendoraitis to approve the minutes from the June 2, 2015 Special Meeting at 2:30 p.m. Vote: Yes (2) Abstain (1) Finelli Motion carries**
- 13.2 Motion by Bendoraitis, seconded by Okonuk to approve the minutes from the June 2, 2015 Regular Meeting at 4:00 p.m. Vote: Yes (2) Abstain (1) Finelli Motion carries**
- 13.3 Motion by Finelli, seconded by Okonuk to approve the minutes from the June 10, 2015 Special Meeting. Vote: Yes, unanimous**
- 13.4 Motion by Okonuk, seconded by Finelli to approve the minutes from the June 16, 2015 Special Meeting. Vote: Yes, unanimous**
- 14.0 Motion by Okonuk, seconded by Finelli to approve the following Tax Refunds for May and June 2015:**

Tax Refunds for May and June 2015	Amount
Krause, Claire S. & Krause, Claire S. Trustee	\$67.69
Stec, Allison M.	\$10.16
Szajda, Mitchell M.	\$47.24
Carilli, Jennifer A.	\$71.06
Sinder, David J. & Sinder, Joan B.	\$9.86
Sirois, Mark & Carolyn	\$9.86
Zerio, James R. or Serio, Kris W.	\$50.00
Morgan, Katrina K. or Morgan, David W.	\$19.47
Shelberg, David W. & Joanne	\$24.00
Dahlke, Paula J.	\$38.93
Green, Harold	\$24.64
Mack-Papazoglou, Jonna M.	\$109.50

Vote: Yes, unanimous

- 15.0** The First Selectman met yesterday with financial advisor Dennis Dix, Maggie McCaw, member of the Library Building Committee and Brandon Handfield, Town Engineer to review the timeline and cash flow analysis for both the Library Project and the Road and Bridge Projects that have received bonding authorization. Mr. Dix will combine the projections for both projects and come up with a comprehensive cash flow that will become the guideline for borrowing and bonding options. Library Director Julie Culp will be contact the Trustees from the Adams Family Trust request the upfront funding of \$1M that they said could be made available to the Library Project. The Library Building Committee is advertising an RFP for Architectural Design Services and that project is on target. Selectmen will be kept up-to-date as these two projects move forward.

16.0 Executive Session:

Motion by Okonuk, seconded by Finelli to enter into Executive Session at 5:38 p.m. for the purpose of discussing negotiations re sale of town land. Vote: Yes, unanimous

Selectmen returned to Regular Session at 6:02 p.m. No action.

17.0 Motion by Okonuk, seconded by Finelli to adjourn the meeting at 6:02 p.m. Vote: Yes, unanimous

Respectfully Submitted,

A handwritten signature in black ink that reads "Joyce R. Okonuk". The signature is written in a cursive, flowing style.

Joyce R. Okonuk, First Selectman