

Board of Selectmen  
**SPECIAL MEETING**  
December 15, 2014 – 12:00 PM  
Town Hall  
**MINUTES**

1.0 First Selectman Joyce Okonuk called the meeting to order at 12:11 p.m. Selectmen Linda Finelli and John Bendoraitis, Administrative Assistant Patti Handy and Finance Director Veronica Calvert were also present. Audience: 1.

2.0 Bendoraitis presented a breakdown of the costs associated with upgrading the infrastructure for Town Hall computers. The proposed upgrades include a new server and software, a new automated backup system, new firewall hardware and software and the purchase, installation and licensing of Microsoft Office 365. The total cost for all of the upgrades is approximately \$34,000 and does not include possible costs associated with transferring Quality Data files to the new system. Although the Board supported Bendoraitis' recommendations they realized that this project would use a substantial portion of the current TIP funds and therefore decided to postpone the upgrade until the new fiscal year and to budget accordingly for the added expense.

3.0 Calvert explained that the Board of Education has received a check from EASTCONN for reimbursement for the wages for substitutes while staff was in training at EASTCONN, asking if the revenue could be applied to the substitute wage line item in the BoE budget. Finance Director Veronica Calvert requested an opinion from the auditor which stated she could not account for this check as net revenue. This practice would be consistent with how this type of unanticipated revenue has been handled by both the town and school in the past. After some discussion it was decided that a policy needs to be established regarding unanticipated revenue. **Motion made by Finelli/Okonuk to request that the Finance Director draft a policy for the Finance Office Policy and Procedures Manual indicating that unanticipated revenue received by the Town or school during a fiscal year should be recorded as unanticipated revenue. Vote: Yes, unanimous.**

**Motion made by Okonuk/Finelli to adjourn the order of the agenda and take up Item 6.0. Vote: Yes, unanimous.**

6.0 Calvert requested authorization for an expenditure of \$800 from TIP funds for set up and maintenance costs to comply with the IRS reporting for the Affordable Care Act as this needs to be in place by January 1, 2015. After some discussion it was decided that \$500 set up costs would come from TIP and \$300 monthly costs from Computer Service Account 100-415-5301. Paychex will take care of the actual reporting. **Motion made by Okonuk/Finelli to authorize up to \$500 to set up the required IRS reporting for the Affordable Care Act as requested by the Finance Director, funds to come from TIP Account #208-00-510-5100. Vote: Yes, unanimous.** It was noted that the Selectmen will budget an additional \$300 for FY 2015 and \$600 for FY 2016 in the Paychex line item.

**Motion made by Okonuk/Finelli to return to the order of the agenda with Item 4.0. Vote: Yes, unanimous.**

**4.0 Motion made by Okonuk/Finelli to approve the minutes from the December 2, 2014 Regular Meeting amended to include the following item that was added to the agenda and accidentally omitted from the minutes:**

***“Motion made by Okonuk/Finelli to add Item 7.3 to the agenda under Old Business: Discuss and act upon advertising the RFP for Active Adult Housing. Vote: Yes, unanimous.***

**7.3** *Phil Chester, Town Planner joined the meeting at 5:30 pm and presented the progress to date on the plans for an Active Adult Housing Complex in Lebanon. The property has a 50' existing easement off the cul-de-sac on Dr. Manning Drive that will allow access to the area. Chester proposed a timeline of bringing the request to the Planning and Zoning Commission on December 15, 2014 and pending approval, to publish the RFP by December 18<sup>th</sup>. Okonuk expressed her appreciation for the many hours that Chester has spent on the project thus far and stated that she has received several letters of interest from residents interested in this type of rental housing.*

***Motion made by Okonuk/Finelli to advertise the RFP for Active Adult Housing in Lebanon. Vote: Yes, unanimous.”***

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**5.0** Okonuk briefly explained the history of the structures located at 14 Ellen Road and 491 Exeter Road which need to be demolished by a certified asbestos contractor. The property on Ellen Road has been declared a hazard by the Building Official and the courts have issued a judgment requiring the house to be removed. The owners have failed to have it demolished so the Town has assumed the responsibility and will lien all costs against another home belonging to the property owners. The building at 491 Exeter Road is owned by the Town and has been in use as a training facility for the LVFD and other local and state departments but is now deemed unsafe and must be demolished. The Capital Budget contains \$30,000 for the asbestos abatement and demolition of the 491 Exeter Road property in the FY 2014-15 budget and Okonuk has found a qualified contractor who will demolish both buildings for the \$30,000. **Motion made by Okonuk/Finelli to enter into an agreement with Weise Construction, Norwich, CT for the demolition, removal and disposal of all debris, slab foundation and hazardous materials and to crush septic tanks for \$30,000.00 with the Department of Public Works to complete grading and seeding, funds to come from Capital Budget. Vote: Yes, unanimous.**

**6.0** SEE ABOVE

**7.0** Sandra Tremblay joined the meeting at 1:12 pm for this item. The Selectmen have received two volunteer applications for the Recreation Commission with only one opening at this time. Both applicants appear to be excellent candidates to fill the vacancy. **Motion made by Okonuk/Finelli to appoint David Schreiter to the Recreation Commission with a term to expire on 2/1/2015. Vote: Yes, unanimous.** The remaining applicant will be sent a letter indicating that her letter of interest will be kept on file until such time as another opening occurs with our appreciation for her interest in serving her community.

**8.0** The Selectmen continued the preparation of FY 2015-16 budgets.

**9.0** **Motion made by Okonuk/Finelli to adjourn the meeting at 2:05 pm. 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