

Board of Selectmen
SPECIAL MEETING
November 18, 2014 – 4:15 p.m.
Town Hall
MINUTES

1.0 First Selectman Joyce Okonuk called the meeting to order at 4:15 p.m. Selectmen John Bendoraitis and Linda Finelli were also present. Town Planner Phil Chester was in attendance.

2.0 **Executive Session**

2.1 **Motion made by Okonuk/Finelli to enter into Executive Session at 4:16 p.m for the purpose of discussing strategy for the sale of town land for age-restricted housing. Town Planner Phil Chester was invited into Executive Session. Vote: Yes, unanimous.**

The Selectmen returned to regular session at 4:55 p.m. and Administrative Assistant Patti Handy joined the meeting at that time.

3.0 The Selectmen discussed advertising for a combined Sanitarian/Building Official position within the Land Use Department. Okonuk has met several times with other First Selectmen of SECCOG to review the possibility/costs of sharing a Building Official as an employee of SECCOG. The wages and benefits costs appear to make this option unaffordable. Okonuk met with the Director of the Uncas Health District who provided costs for Lebanon to receive Health Services through their District-- approximately \$47,000 per year. Before recommending that approach, it was decided that advertising for a combined position would be a good next step to allow Selectmen to see what the market bears. **Motion made by Bendoraitis/Finelli to authorize Okonuk to advertise for a part-time combined Sanitarian/Building Official position. Vote: Yes, unanimous.**

2.0 Two calls to N.E. Grounds Management of Springfield, MA for references were not returned. As a result, it is recommended that the next lowest bidder be awarded the Cemetery Mowing and Maintenance Contract. **Motion made by Okonuk/Finelli to award the contract for Cemetery Mowing and Maintenance for the 2015 – 2016 seasons to the second lowest bidder, Bob's Lawn and Yard Services of Chaplin, CT in the amount of \$16,500 per year for two years. Vote: Yes, unanimous.** For the record it was noted that Bob's Lawn and Yard Services has been doing an excellent job mowing the town cemeteries.

3.0 At the October 30, 2014 meeting the Selectmen awarded the bid for Mowing and Maintenance of Town Property for the 2015 - 2016 seasons to the low bidder, Archer Landscaping LLC of Lebanon, in the amount of \$17,657.18 per year. It was later discovered that the bid had been based on an earlier version of the bid specs obtained online which did not include the Senior Center. Although the specs were corrected and the error was mentioned at the pre-bid walk thru, Archer Landscaping inadvertently referred to the earlier version of the bid specs when calculating their price. Okonuk asked Shawn Archer for a separate quote for the Senior Center and added that to the original bid, which resulted in Archer Landscaping still being the lowest bid. **Motion made by Okonuk/Finelli to amend the previously awarded contract to include the mowing of the Senior Center for an additional \$2,060.00 per year, for a total bid of \$19,717.18 per year for two years. Vote: Yes, unanimous.**

4.0 Okonuk reported that due to a family work schedule change, Social Services Director, Heather Laurie will resign as of November 25, 2014. **Motion made by Okonuk/Bendoraitis to accept the resignation of Social Services Director Heather Laurie as of November 25, 2014, with regret and sincere appreciation for a job well done. Vote: Yes, unanimous.**

5.0 **Motion made by Okonuk/Bendoraitis to hire Sandra Gifford to temporarily fill the vacancy as Social Services Director at the rate of \$17.69 per hour effective November 24, 2014. Vote: Yes, unanimous.** As Gifford was the Social Services Director prior to Heather Laurie, Sandra will be able to step in seamlessly and take over during the busy holiday season. The position will be advertised in January of 2015.

6.0 The Selectmen discussed the purchase of a replacement stove/oven for the FSC Kitchen. Okonuk has obtained information on the costs to convert to gas from electric as it is presently set up and the Board felt that the additional expense to bring in the gas line and tank and to convert the suppression system and electrical system were too costly. It was decided that purchasing a new electric stove would be preferable. **Motion made by Bendoraitis/Finelli to approve up to \$8,228.63 for the purchase of a new electric range for the Fire Safety Complex and to request approval of the same from the Board of Finance, funds to come from TIP. Vote: Yes, unanimous.**

7.0 Motion made by Finelli/Okonuk to authorize \$1,294.00 for the purchase of two replacement computers for Town Hall, funds to come from TIP Account #208-00-620-6200. Vote: Yes, unanimous.

8.0 Okonuk inquired as to whether the Selectmen would be interested in holding a town-wide shredding event in 2015 as has been done many years ago. Neither Bendoraitis or Finelli felt the costs were too high for the benefit. No action.

9.0 Motion made by Finelli/Bendoraitis to close Town Hall and the Public Works Department at 1:00 p.m. on Friday, December 12, 2014 for the annual staff holiday party. Vote: Yes, unanimous.

10.0 Motion made by Okonuk/Bendoraitis to approve the 2015 meeting schedule as presented. Vote: Yes, unanimous. (see attached)

11.0 The Town Hall and Public Works Bargaining Unit Agreements call for a 2% COLA for all union employees in FY 2015-16. Okonuk asked the Selectmen if they would support (for budgeting purposes only) a notification to all Departments to include a 2% wage increase for all for part-time and non-union staff in FY 2015-16 when preparing their budget submissions. **Motion made by Finelli/Bendoraitis to include a 2% wage increase for all for part-time and non-union staff for FY 2015-16, for budgeting purposes only. Vote: Yes, unanimous.**

12.0 Minutes

Motion made by Bendoraitis/Finelli to approve the minutes from the October 30, 2014 Special Meeting. Vote: Yes, unanimous.

13.0 Police Report – the Selectmen reviewed the activity report from October as provided by the Resident State Trooper.

14.0 Correspondence – Okonuk shared a letter from Catherine McCall, Chairman of the Jonathan Trumbull Library Board of Trustees, informing the Selectmen that Library Director Julie Culp has received an exemplary performance review. Okonuk will send a letter of congratulations and appreciation to Culp.

15.0 Motion made by Bendoraitis/Finelli to approve the following Tax Refunds for October:

Tedesco, Jason R.	\$59.89
Martin, Sherri Ann	\$26.22
Capital Lease Group LTD	\$172.61
Longo, Paul J.	\$86.15
Garrison, Maxine M.	\$47.00
Vojick, Irene C.	\$21.20
Troy, Dana E. or Troy, Daniel F.	\$32.74
Strielkauskas, Barbara R.	\$106.60
CAB East LLC	\$230.87
Crosthwaite, Sandra	\$328.50

Vote: Yes, unanimous.

16.0 Financial Reports – The Selectmen reviewed the monthly reports; Okonuk noted that the Buildings and Grounds budget will be severely impacted due to on-going furnace repairs at the Fire Safety Complex. She will be informing the Board of Finance about this matter at their meeting this evening.

17.0 Motion made by Okonuk/Bendoraitis to adjourn the meeting at 6:05 p.m. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman

**BOARD OF SELECTMEN
2015 REGULAR MEETING SCHEDULE**

The Board of Selectmen meets the first Tuesday of every month in the upper level Conference Room in the Town Hall at 4:00 pm, unless otherwise noted.

January 6, 2015
February 3, 2015
March 10, 2015*
April 7, 2015
May 5, 2015
June 2, 2015
July 14, 2015*
August 4, 2015
September 15, 2015 *
October 6, 2015
November 10, 2015*
December 1, 2015

Board of Selectmen

Joyce R. Okonuk, First Selectman
Linda R. Finelli, Selectman
John A. Bendoraitis, Jr., Selectman

* Second Tuesday due to holiday/election day conflict

Approved at the November 18, 2014 Special Meeting