

Board of Selectmen
SPECIAL MEETING
September 23, 2014 – 4:00 PM
Town Hall
MINUTES

- 1.0 First Selectman Joyce Okonuk called the meeting to order at 4:00 pm. Selectmen Linda Finelli and John Bendoraitis, Administrative Assistant Patti Handy were also present. Guests included Town Treasurer Jim Forrest and Assessor Emma Sousa. Audience: 3.
- 2.0 **Public Forum** - None
- 3.0 **Correspondence**
- 3.1 Okonuk presented a letter from the American Legion and provided an update on the Veteran's Memorial Walk. The Selectmen are all cordially invited to attend the dedication on November 11th.
- 3.2 Okonuk also provided a paving update as provided by the Director of Public Works, Brandon Handfield. The Selectmen reviewed the update and expressed appreciation for Handfield's management and organization.
- 4.0 **Discuss and act upon Report and Recommendations from the Treasurer**
- Town Treasurer Jim Forrest presented information on bond transactions that have taken place in the last month. Forrest again expressed his concern that the bonds that were purchased required a premium to be paid that comes from the principal. Discussion followed involving the pros and cons of paying a premium for high quality bonds that meet the criteria of the investment policy. It was also reiterated that all transactions involve a fee and that in order to rebalance the combined portfolio it is necessary to sell some stocks and purchase bonds and that will involve fees for the transaction.
- 4.1 Bendoraitis wanted to discuss how, or if, the BOS will exercise their proxy vote authority for stocks in the combined portfolio. The opportunity for shareholders to vote by proxy has been brought to the attention of the Finance Director. The voting allows shareholders to have a say in such things as approving decisions made by the Board of Directors of any particular stock or mutual fund. The selectmen agreed that they do not wish to assume that authority on behalf of the Town as they do not feel qualified to do so. No action.
- 5.0 **Departmental Update**
- 5.1 Assessor Emma Sousa was invited to attend the meeting and provide an update on her department since assuming the position in June of 2014. Sousa reported that the Renter's Rebate program will be finished next week and she gave details on how that program works. She also said that there are three new construction building permits pending, in addition to two that were completed earlier this year; there are also several smaller construction permits that are active. She said that the personal property declarations were sent at the beginning of September which gives the residents more time to complete them. She is also working with Handy to update the Assessor's webpage to make it more user-friendly for residents and has been working with former Assessor Tom Tanganelli on improvements to the public computer system as well. Tanganelli is now working for Quality Data and has been a great asset for IT assistance. The selectmen expressed their appreciation to Sousa for a job well done.
- 6.0 **Minutes**
- 6.1 **Motion made by Okonuk/Bendoraitis to approve the minutes from the August 12, 2014 Special Meeting. Vote: Yes (2) Okonuk/Bendoraitis, Abstain (1) Finelli. Motion carries.**
- 6.2 **Motion made by Okonuk/Finelli to approve the minutes from the August 19, 2014 Special Meeting. Vote: Yes, unanimous.**

6.3 Motion made by Okonuk/Finelli to approve the minutes from the August 29, 2014 Special Meeting. Vote: Yes (2) Okonuk/Finelli, Abstain (1) Bendoraitis. Motion carries.

7.0 New Business

7.1 The following two bids were received for Snow and Ice Control at Lebanon Schools and were opened publicly on September 16, 2014:

- David Benjamin – Earthworm of Lebanon, CT: \$77,458.00
- David Minicucci – Pond View Excavating of Lebanon, CT: \$86,850.00

As even the lowest bid is 25% higher than last year which amounts to 70% of the overall snow removal budget, no action will be taken until more information can be obtained.

7.2 Item tabled for the next meeting as the Finance Director could not be present to discuss.

7.3 Okonuk explained the request from the Finance Director to transfer \$350,000.00 from Savings Institute Bank and Trust savings account #35003 6228, Solid Waste Facility to a 14 month Certificate of Deposit. She said that the money is sitting in a extremely low-yield savings account and the Finance Director suggested moving the funds into a 14 month CD with better interest rate. **Motion made by Bendoraitis/Finelli to approve the request from the Finance Director to transfer \$350,000.00 from Savings Institute Bank and Trust savings account #35003 6228, Solid Waste Facility to a 14 month Certificate of Deposit. Vote: Yes, unanimous.**

7.4 The following four bids were opened for Janitorial Services for Town Buildings:

- NSI Clean Worldwide, Inc. of Middletown, NY: \$21,000.00
- Richard's Floor Finish of Lebanon, CT: \$22,100.00
- Nu Look Cleaning Services of Salem, CT: \$24,600.00
- Mary Moppins of Norwich, CT: \$27,012.07

Okonuk requested that the lowest bid be disregarded as the company is headquartered in NY and their workers would be coming from New Haven and recent experiences with distant services have not been favorable. The Selectmen agreed. **Motion made by Finelli to award to Richard's Floor Finish; motion failed due to a lack of a second.** Okonuk would like to meet with the next two lowest bidders to discuss availability and staff and bring the information back to the next meeting. All agreed.

7.5 Item tabled for the next meeting as the Finance Director could not be present to discuss.

7.6 Alicia Wayland was present to discuss a request from the Jonathan Trumbull Jr. House Board of Historical Preservation to apply for a 2015 grant from the Adams Town Memorial Fund. She explained that as their funds from the 2014 grant have yet to be expended she contacted Attorney Scott M. Sambur of Seward & Kissel LLP and on his advice they will resubmit the 2014 proposal for Phase II with a modest inflation increase of 3%. **Motion made by Okonuk/Bendoraitis to approve the request by the Jonathan Trumbull Board of Historical Preservation to apply for a 2015 grant from the Adams Town Memorial Fund with the same application submitted for the 2014 Phase II renovations, with an increase of 3% in the contingency fund, for a total of \$180,178.00. Vote: Yes, unanimous.**

(Handy left the meeting at 5:00 p.m. Minutes continued by First Selectman.)

7.7 Following a polling of those organizations that prepare for and put on the Annual Tree Lighting Ceremony, it was the opinion of the vast majority that the event be moved back to the first Sunday of December, instead of the first Saturday as was tried last year. **Motion made by Bendoraitis/Finelli to move the Annual Tree Lighting Ceremony back to the first Sunday of December at 6:00 PM as it appears to be a more appropriate date/time for the majority of the community and the providers. Vote: Yes, unanimous**

7.8 The First Selectman checked with the electrician and the provider of the safety sensors and it was determined that the double entrance doors at the Senior Center need to have sensors installed to prevent their closing on persons entering the building, especially those with walkers and wheelchairs. **Motion by**

Finelli/Okonuk to install safety sensors on both entrance doors at the Senior Center and to authorize the expenditure of up to \$1,420.00 to Stanley Access Technologies, funds to come from TIP 208-00-510-5100. Vote: Yes, unanimous

7.9 Due to recent vacancies with the Senior Center van transportation, the Commission on Aging advertised and has recommended individuals for hire as van drivers. **Motion Finelli/Bendoraitis to hire Charles Jones as a permanent part-time van driver and Burel Haley as a floating part-time van driver at the rate of \$12.78 per hour, effective 9/17/2014. Vote: Yes, unanimous**

7.10 In an effort to utilize inmate crews from York Correctional Institution to assist with manual labor projects within Public Works, the First Selectman presented an agreement between the Town and the Department of Corrections, which has been reviewed by Town Counsel, and now needs the Selectmen's approval. **Motion by Bendoraitis/Finelli to authorize the First Selectman Joyce Okonuk to enter into an agreement for work crew assistance with the State Department of Corrections at no cost to the Town of Lebanon. Vote: Yes, unanimous**

7.11 The majority of the towns in the SECCOG are under contract with the Uncas Health District and all report they are very pleased with the services provided. Inasmuch as this year's town budget is set, the First Selectmen recommended to the Board that in the FY budget for 2015-16 the town considers funding the costs to join the Uncas District. Selectmen were receptive to this proposal. At present, however, changes need to be made in the town's Health Department and it is being requested that the position of Sanitarian be advertised. **Motion made by Bendoraitis/Finelli to advertise the part-time position of Sanitarian. Vote: Yes, unanimous**

7.12 **Motion by Bendoraitis/Finelli to advertise the Mowing and Maintenance of Town Property requiring a mandatory, pre-bid walk-through for bidders in FY 15-16. Vote: Yes, unanimous**
Linda Finelli offered to conduct the pre-bid walkthrough.

7.13 Originally the award for the removal of an asbestos-containing collapsing house at 14 Ellen Road in Lebanon had been given to Triple R Construction of Griswold. It then became apparent that this firm was not approved for asbestos disposal and the award was withdrawn. The second bidder on the project was Kropp Environmental. Although they were contacted and interested in removing the collapsing property, it has just come to the Selectmen's attention that they owe back taxes to the town for \$14,400. As such the Selectmen do not think this award would be proper and instead wish to authorize the First Selectman to re-advertise the bid. **Motion by Bendoraitis/Finelli to authorize the re-advertising of the removal of the collapsing house at 14 Ellen Road. Vote: Yes, unanimous**

8.0 Old Business

8.1 The First Selectman brought this matter before the Selectmen in response to a prior motion made by the Board to authorize the appointment of a Study Committee for a LVFD Sub-Station. Given the number of other large scale projects coming before the town within the next year including a new public works facility, library, large-scale road/bridge projects and potential school roof replacement, Okonuk felt that it would not be prudent to ask volunteers to serve on a study committee when there is no evidence that funding could be made available within the next couple of years for such a project. The other Selectmen agreed. **Motion by Okonuk/Finelli to rescind the motion under Item 6.2 made by the Board of Selectmen at their regular meeting on February 4, 2014 which authorized a Sub-Station Study Committee for the LVFD. Vote: Yes, unanimous.**

9.0 Appointments

9.1 **Motion by Bendoraitis/Finelli to appoint Kevin Cwikla as an alternate member of the Board of Finance to fill the vacancy created by the resignation of Joan Merritt on August 19, 2014, term to expire on November 3, 2014, as recommended by the Democratic Town Committee. Vote: Yes, unanimous**

9.2 No action at this time.

9.3 Although there are enough volunteer members to make appointments to the new Town Meeting created Public Works Building Committee, Finelli questioned the name of one member from the Study Committee whose name did not appear on the list, even though she knows he is interested in serving and offered same many months ago. Okonuk will check with this member and bring new list back to Selectmen for appointments at next meeting.

9.4 Motion by Bendoraitis/Finelli to appoint Dick Tanger as Lebanon's representative on the Groton Utilities Board filling the vacancy left by Bendoraitis, for a three (3) year term to expire on 4/20/2017. Vote: Yes, unanimous

9.5 Motion Okonuk/Finelli to appoint Carl Skaats to the Economic Development Commission, term to expire 2/1/2019. Vote: Yes, unanimous.

9.6 Motion by Okonuk/Finelli to remove William Coverdale as an appointment to the Cemetery Commission due to his lack of participation and response to calls. Vote: Yes, unanimous

9.7 Motion by Finelli/Bendoraitis to appoint Paul Maffioli to the Cemetery Commission to fill the vacancy formerly held by William Coverdale, term to expire 2/1/2016. Vote: Yes, unanimous

10.0 Police Report

Distributed and read by members.

11.0 Motion by Bendoraitis/Finelli to approve tax refunds for August 2014 as follows:

Gandelman, Peter F. & Garrett, Janet	\$328.50
Saltonstall, Kathleen	\$25.16
Seidl, Andrew E. Trust	\$436.90
Bakaj Construction LLC	\$157.67
Terlecki, Henryk J.	\$67.12
Terlecki, Henryk J.	\$92.78
Glabau, Robert W.	\$436.90
Peterson D. L. Trust	\$325.15

Vote: Yes, unanimous.

12.0 Financial Reports

Distributed and read by members.

13.0 Motion by Bendoraitis/Finelli to adjourn the meeting at 5:50 p.m. Vote: Yes, unanimous

Respectfully submitted,



Joyce R. Okonuk
First Selectman