

Board of Selectmen
SPECIAL MEETING
August 12, 2014 – 10:00 a.m.
Town Hall

1.0 First Selectman Joyce Okonuk called the meeting to order at 10:05 a.m. Selectman John Bendoraitis and Administrative Assistant Patti Handy were also present; Selectman Linda Finelli was absent. Audience: 6.

2.0 **Public Forum** - None

3.0 **Correspondence** - None

4.0 **Report and Recommendations from the Treasurer**

4.1 Finance Director Veronica Calvert joined the meeting to discuss her recommendation to close Savings Institute Bank and Trust (SIBT) account "Town School Prizes," with a balance of \$1,668.90, and deposit the balance into a CD at SIBT. She explained the different interest rates for various lengths of CD terms. Although she recommended the one year CD at .25%, the Selectmen decided that a six-month CD at .20% would be preferred. **Motion made by Bendoraitis/Okonuk to close Account #5335, at the Savings Institute Bank and Trust (SIBT) entitled "Town School Prizes," with a balance of \$1,668.90, account #241-00-324-1123-0000 and deposit the balance into a six-month CD at SIBT with an interest rate of .20%. Vote: Yes, unanimous.**

4.2 Calvert proposed the same options for the SIBT account "Mary Chase library Fund" with a balance of \$7,872.72. Following discussion Selectmen chose the six-month option on this account. **Motion made by Bendoraitis/Okonuk to close the SIBT Account #0780, entitled "Mary Chase library Fund" with a balance of \$7,872.72, account #241-00-319-1116-0000 and deposit the balance into a six month CD at the SIBT with an interest rate of .20%. Vote: Yes, unanimous.**

4.3 Town Treasurer James Forrest reviewed the July 2014 Edward Jones Statement with Selectmen noting the total account value of \$2,583,666.94 was slightly increased over June's statement. He also presented a trade confirmation reflecting the purchase of a \$10,000 bond with a yield to maturity of 4.156% and expressed his concern that the cost involved in selling stock and investing in a bond is taken from the principal. Discussion followed regarding the Town's investment policy and the ultimate goal of balancing the portfolio with a 65/35 ratio of stocks to bonds. Bendoraitis reiterated that the first objective of the policy is to increase income; the second objective is to protect the principle. As such, moving \$10,000 from a low yield stock into a higher yield bond not only aids in balancing the portfolio, but also serves to meet the first objective of the policy, even though there are associated costs in moving the funds. All agreed.

5.0 **Departmental Update** - None

6.0 **Minutes**

6.1 **Motion made by Bendoraitis/Okonuk to approve the minutes from the June 27, 2014 Special Meeting amended as follows: In Item 8.1 under Appointments the motion should read: "Motion made by Okonuk/Finelli to appoint Stephen Salisbury as the ~~Assistant~~ Deputy Emergency Management Director for the town of Lebanon. Vote: Yes, unanimous." Vote: Yes, unanimous.**

6.2 **Motion made by Bendoraitis/Okonuk to approve the minutes from the July 17, 2014 Special Meeting. Vote: Yes, unanimous.**

6.3 **Motion made by Bendoraitis/Okonuk to approve the minutes from the July 31, 2014 Special Meeting. Vote: Yes, unanimous.**

7.0 New Business

7.1 Recreation Coordinator Sandy Tremblay, Rec Chairman Enes Martineau and lifeguard Amanda Gendron were all present to discuss a request from the Recreation Commission to remove pine trees near the pool. Gendron spoke about the constant battle with pine needles from the trees as they fall into the pool and clog the filters, they get stuck to the feet of patrons and tracked into the pool and the pitch drips everywhere. Tremblay pointed out that they also possibly present a safety hazard as they are aging and at least one appears to be dying. She and Martineau suggested that the trees be removed and that a small pavilion be built for shade. Discussion followed. Okonuk agreed that the trees are a problem and wants to proceed with removal first and then look at options for shade next year. **Motion made by Okonuk/Bendoraitis to solicit prices for the removal of the pine trees on the southeast side of the Community Center, including the stump removal and grinding, funds to come (depending on availability) from the Community Center fund balance, TIP or Buildings and Grounds. Vote: Yes, unanimous.**

Motion made by Okonuk/Bendoraitis to adjourn the order of the agenda and take up item 7.6 to accommodate a guest. Vote: Yes, unanimous.

7.6 Allyn De Vars of Spectra Energy Corp Algonquin Gas Transmission was present to explain the request by Algonquin Gas for an increased easement on town-owned property adjacent to the Lebanon Elementary School. He presented a map of the proposal to expand the width of the existing easement to the east (opposite side from school) to accommodate a new, larger pipe as well as to rent temporary work space for the project period. Algonquin is offering \$12,000 which is based on fair market value of woodland and farmland, the value of standing timber and funds to cover associated legal costs to the town. The Selectmen agreed that this is reasonable compensation. Okonuk added that she would like to recommend to the Board of Finance that the payment to the town be put into the Open Space Fund. **Motion made by Bendoraitis/Okonuk to request a CGS 8-24 recommendation from the Planning and Zoning Commission for an increased easement by Algonquin Gas on town-owned property adjacent to the Lebanon Elementary School and to recommend same to Town Meeting. Vote: Yes, unanimous.**

Motion made by Okonuk/Bendoraitis to recommend to the Board of Finance that the \$12,000 proceeds from the Algonquin Gas line expansion project be deposited in the Open Space fund. Vote: Yes, unanimous.

Motion made by Okonuk/Bendoraitis to return to the regular order of the agenda with Item 7.2. Vote: Yes, unanimous.

7.2 The Selectmen reviewed the revised specifications for the Conversion of Tennis Courts to Basketball Courts at the Aspinall Recreation Area. Funds have been approved in the Capital Budget for this purpose in the FY 15 budget. **Motion made by Okonuk/Bendoraitis to go out to bid for the Conversion of Tennis Courts to Basketball Courts at the Aspinall Recreation Area. Vote: Yes, unanimous.**

7.3 Public Works Director Brandon Handfield and Finance Director Veronica Calvert were present to discuss a proposal from Paychex for an automated system to track time and labor. Handfield has the system installed at the Public Works garage and it is working well to track the time, over time and earned time of his staff. Calvert proposed purchasing a similar system for all employees that would eliminate the current antiquated system of hand-written time sheets which must be signed by supervisors, manually entered into an Excel spread sheet and then transferred into the Paychex system. This is not only time consuming for the bookkeeper, but is also subject to errors. The proposed system would allow employees to enter their time directly from a computer, have it authorized by their supervisor electronically and sent to the Finance Office for final processing. It would also allow employees to keep track of their earned time. All agreed this process would move our payroll system in the right direction. Calvert will obtain an exact quote for the services and bring it back to the Selectmen for approval. No action.

7.4 Handfield also described the details of a lease-purchase agreement for a 2014 International Plow Truck. **Motion made by Okonuk/Bendoraitis to recommend to the Board of Finance that the Town of Lebanon enter into a lease-purchase agreement in a principle amount up to \$140,000.00, with annual payments not to exceed \$40,000.00, for the purchase of a fully equipped 2015 International Plow Truck, funds to come from the 2015 Capital Budget, and to recommend same to Town Meeting. Vote: Yes, unanimous.**

7.5 Handfield explained that the unleaded fuel pump at the Public Works Garage was broken beyond repair and had to be replaced. **Motion made by Okonuk/Bendoraitis to authorize a payment to Service Station Equipment in the amount of \$2,228.64 for the replacement of the unleaded fuel pump at the Public Works Facility, funds to come from TIP. Vote: Yes, unanimous.**

7.6 (SEE ABOVE)

7.7 The selectmen discussed a quote for a Swing Guard low energy safety sensor at the Senior Center for the main entrance door. The question was raised as to whether the door opening mechanism may be failing, and if so it should be replaced, rather than adding a sensor. The First Selectman will check with the Senior Center Coordinator and come back to another meeting with more information. No action.

7.8 Phil Chester was present to propose the adoption of an Ordinance Exempting Horses from Taxation. He explained that according to the Connecticut General Statutes the Board of Selectmen has the authority to pass an exemption which would exempt horses from taxation. Although not opposed to the proposal, Bendoraitis and Okonuk felt that that this vote should be made to include all members of the Board. Item will be taken up at future meeting. No action.

7.9 The Selectmen reviewed the revised contract for the Harvesting of Corn and Hay on Town property which included comments and feedback from the Conservation and Commission. **Motion made by Bendoraitis/Okonuk to advertise for the Harvesting of Corn and Hay on Town property for a two year contract beginning November 1, 2014 through October 31, 2016. Vote: Yes, unanimous.**

7.10 **Motion made by Bendoraitis/Okonuk to approve a request by the State Dept. of Agriculture to hold a Farmland Preservation Celebration on the Lebanon Green on September 20, 2014. Vote: Yes, unanimous.**

7.11 **Motion made by Bendoraitis/Okonuk to authorize the purchase of two replacement computers and one monitor in the amount of \$1,583.00. Vote: Yes, unanimous.** The computers are replacing old pc's that are no longer supported by Microsoft, one in the Assessor's office and one in the Tax office; the monitor is for the Assessor.

7.12 The Selectmen reviewed revised mowing specifications for cemeteries for the 2015-16 seasons. Revisions to the specs included increased mowing at the New Lebanon Cemetery and the Trumbull Cemetery based on feedback from residents and the mowing contractor. **Motion made by Bendoraitis/Okonuk to go out to bid for Cemetery Maintenance for the 2015-16 seasons. Vote: Yes, unanimous.**

7.13 The Selectmen discussed the estimates for installing central air conditioning on the Fire Department side of Fire Safety Complex. Bendoraitis worked with Fire Department members to evaluate the needs, review options and obtain estimates that were in the range of \$40,000. Given the fact that the building is not staffed for the majority of the time and the cost to maintain individual units is less expensive, the Selectmen decided that the installation of central AC could not be financially justified.

7.14 Motion made by Bendoraitis/Okonuk to approve the administration budget for the Jonathan Trumbull Jr. House Museum for FY 2015 in the amount of \$12,194.50 as recommended by the Jonathan Trumbull Jr. House Board of Historical Preservation, funds to come from the Jonathan Trumbull Jr. House Endowment Fund. Vote: Yes, unanimous.

7.15 Motion made by Okonuk/Bendoraitis to sign a Resolution authorizing the Town of Lebanon to join the Southeastern Connecticut Transportation Management Area/Metropolitan Planning Organization as part of SECCOG. Vote: Yes, unanimous. (SEE ATTACHED)

7.16 Motion made by Bendoraitis/Okonuk to sign a Resolution for the State Library Grant as requested by the Town Clerk. Vote: Yes, unanimous. (SEE ATTACHED)

7.17 Town Clerk Susan Coutu joined the meeting at 12:15 p.m. to discuss the request for two new air conditioners in her office. Although all agreed they were needed, the Clerk and the Selectmen decided to wait until next spring to replace them, rather than store new units for the winter. The request will be brought back to a Selectmen's meeting in the spring. No action.

7.18 Okonuk provided the Board with an update on the search for Legal Counsel for the Town. She has posted the ad for Request for Qualifications as it was approved to do so at a previous meeting. The deadline for returns is August 15, 2014. No action needed.

8.0 Appointments

8.1 A resident has expressed interest in being appointed to the Charter Commission and has attended two meetings. Although she had not yet informed the Selectmen in writing that she would like to be appointed, Bendoraitis expressed the urgent need to fill the vacancy as soon as possible. Motion made by Okonuk/Bendoraitis to appoint Linda Johnson as a member of the Charter Commission based on her verbal request to be appointed, with a term to expire at the completion of the project. Vote: Yes, unanimous.

9.0 Police Report – the Selectmen reviewed the report from July and had no questions.

10.0 Motion made by Bendoriaits/Okonuk to approve the Tax Refunds for July 2014 presented as follows:

Glabau, Robert W.	\$436.90
Boisvert, Thomas A. & Debra A.	\$69.80
Morrill, Jacqueline A	\$89.28
Gandelman, Peter F. & Garrett, Janet	\$328.50
Stille, Ashlee R.	\$25.38
Olenick, Mark N. Sr. or Olenick, Karen M.	\$4.35
Liebman, Adam S.	\$6.93
Steenwyk, Rick C. or Steenwyk, Sheryl R.	\$29.15
Dickerson, Elizabeth A. S.	\$23.98
Terlecki, Henryk J. and Falcigno, Pamela	\$2,736.67
Kane, Richard P. Trustee & Kane, Richard P. Trustee	\$107.54
Kane, Richard P. Trustee & Kane, Richard P. Trustee	\$126.90
Wengloski, Stephen	\$23.40
Hancock, William I. & Barbara	\$527.86
Weaver, Renee L.	\$96.00
Tellier, Gretchen E.	\$12.72

Vote: Yes, unanimous.

11.0 Financial Reports - There were no reports available for this meeting.

12.0 Motion made by Bendoraitis/Okonuk to adjourn the meeting at 12:25 p.m. Vote: Yes, unanimous.

Respectfully Submitted,

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

Joyce R. Okonuk, First Selectman