

Board of Selectmen
SPECIAL MEETING
June 27, 2014 – 9:00 a.m.
Town Hall
MINUTES

- 1.0 First Selectman Joyce Okonuk called the meeting to order at 9:00 a.m. Selectmen John Bendoraitis and Linda Finelli were also present.

2.0 **Executive Session**

2.1 **Potential litigation involving town road**

Motion made by Bendoraitis/Finelli to enter into Executive Session at 9:00 a.m. for the purposes of discussing potential litigation involving a town road. Vote: Yes, unanimous.

Selectmen returned to regular session at 9:20 a.m. Administrative Assistant Patti Handy joined the meeting at this time.

3.0 **Discuss and act upon Report and Recommendations from the Treasurer**

The Treasurer could not be present for the meeting but he provided the Selectmen with a report of balances of the newly combined investment portfolios. The Selectmen reviewed the report and had some questions which they will address to the Treasurer at a later time. Okonuk reiterated that at a prior meeting the Board had voted to combine funds, set investment objectives and work to align the portfolio with the objectives of 65% in securities and 35% in bonds or other cash holdings. Bendoraitis met recently with Bill Alleman of Edward Jones to discuss a strategy for realignment. Alleman will bring concrete recommendations back to the Selectmen at their meeting on July 17, 2014. No action.

4.0 **Minutes**

4.1 **Motion made by Okonuk/Finelli to approve the minutes from the June 3, 2014 Regular meeting. Vote: Yes, unanimous.**

4.2 **Motion made by Okonuk/Bendoraitis to approve the minutes from the June 17, 2014 Special meeting. Vote: Yes, (2) Okonuk/Bendoraitis, Abstain (1) Finelli. Motion carries. (Finelli was not present at this meeting).**

4.3 **Motion made by Finelli/Bendoraitis to approve the minutes from the June 18, 2014 Special meeting. Vote: Yes, unanimous.**

5.0 **New Business**

5.1 The Library Building Committee has requested permission to amend the contract with Jacunski Humes Architects for the redesign of the addition and renovations to the Jonathan Trumbull Library. The Capital Budget has \$10,000 appropriated for reducing the scope of the plans for the project, but the Committee was able to get the costs reduced to \$5,000 instead. **Motion made by Okonuk/Bendoraitis to approve Amendment #1 to the agreement for Professional Services by and between the Town of Lebanon, CT and Jacunski Humes Architects, LLC and to authorize the expenditure of up to \$5,000 from the Capital Budget, Account #220-00-213-2713-0010-0000 for costs associated with this agreement for the revision to the scope of the Library Building Project. Vote: Yes, unanimous.**

5.2 The Selectmen discussed a request from the part-time Building Official for a laptop and cell phone so that he can take pictures and send emails from inspection sites. As the Official has performed his duties for more than 10 years without the need for either a laptop or a cell phone and also has access to a desktop computer in his office, the Selectmen could not approve this expenditure. Bendoraitis also questioned what purpose pictures would serve as the department does not have a photo quality printer. The Board agreed that they need to meet with the Building Official and get more information regarding the intended purpose of the equipment and the processes that would require them. No action.

5.3 Motion made by Bendoraitis/Finelli to authorize the purchase of a laptop for the Emergency Management Director in the amount of \$708.00, funds to come from FEMA hurricane reimbursement funds in Emergency Management Fund #228-00-000-2701-0000. Vote: Yes, unanimous.

5.4 Okonuk presented a proposal from a local contractor recommending the power-washing of the roof of Town Hall. The Selectmen discussed the merits of washing the roof when it is due for replacement in two years. All felt that due to the age of the roof it is not necessary to have it washed. No action.

5.5 Tax Collector Joyce Hofmann joined the meeting at 9:55 a.m. to discuss the process for disposing of town-owned property. Town Planner Phil Chester could not be present for the meeting. The Board discussed the specific properties including the Old Fire House on Route 87 (Trumbull Highway) and an 11 acre plot of land on Diane Drive. The Board directed the First Selectman to proceed with the preparations to sell the viable properties and to return to a future meeting with details. No action.

5.6 Motion made by Okonuk/Finelli to hire Emma Sousa as the new full-time Assessor for the Town of Lebanon effective June 24, 2014, with pay and benefits as per the Union contract. Vote: Yes, unanimous. Ms. Sousa has been training with the former Assessor Thomas Tanganelli and will begin working full time on July 7, 2014.

5.7 The Selectmen reviewed and discussed the Senior Center Director job description as recommended by the Commission on Aging (COA). Although they had no objections to the description, they did have some questions regarding the requested rate of pay and increasing the hours; although the budget has passed and funds are available the rate of pay has yet to be discussed between the Selectmen and the COA. The Selectmen reviewed the COA budget and the part-time, non-union wage matrix as well as the survey of Senior Center Directors in other comparable towns; they would like to arrange a special meeting with the COA to discuss the details. No action.

5.8 See above; no action.

5.9 No action needed as this matter was already handled at a special meeting on June 18, 2014.

6.0 Old Business

9.1 Vincent Savalle and Terry Davis were present along with Gerald Stefon, L.S. of Mattern and Stefon of Preston, CT. to discuss the status of Perry Road. Okonuk recited a recapping of the recent history of the road and summarized the issue as it now stands: that the road was closed by Town Meeting (two times) and does not meet the standard to receive a driveway apron permit or a building permit. The State Superior Court has ruled on the status of this road and the Appellate Court supported that decision. The Town cannot overturn either of those two actions. On behalf of the property owners Mr. Stefon proposed the Town grant a "Utilities Easement" along Perry Road. He expressed concerns about his clients' need to have access to their land and cited the 14th Amendment as support of this request. Being unfamiliar with the terms and conditions of a Utilities Easement the Selectmen asked Mr. Stefon to put the request in writing for future review by Selectmen and most likely the Planning and Zoning Commission. They cautioned that any proposal, including this type of easement still has to pass zoning regulations and be approved by Town Meeting. No action.

9.2 Okonuk provided an update on the bid for the Senior Center Garage. She has spoken to the low bidder, Robert Navan, and said that his original bid price of \$32,500 is still valid. Okonuk also asked for a price for additional features for the garage including garage doors and openers, a pedestrian door, and a paved apron. Naven gave a price of \$7,000 for these additional features; there will also be electrical costs that at present were just estimates and Okonuk will ask Nichols for an actual estimate/quote. Also, according to the auditor there are more funds available in the Van Fund that could and should be utilized for this project. Okonuk will get the final price and bring it back to the Selectmen for further review.

9.3 No action as this will be handled at a second meeting today at 11:30 a.m.
Okonuk stepped out of the room briefly at 10:45.

7.0 Motion by Bendoraitis/Finelli to approve the following Tax Refunds for June 2014:

Miela, Pamela	\$133.73
Sargent, Chester D. & Judith M.	\$318.67
Ryder Truck Rental Inc.	\$192.88

Vote: Yes, (2) Bendoraitis/Finelli, Absent (1) Okonuk. Motion carries.
Okonuk returned to the meeting at 10:50.

8.0 Appointments

8.1 Okonuk said that Stephen Salisbury, former Principal of Lyman Memorial High School has agreed to be the volunteer Assistant Emergency Management Director. Salisbury served as the emergency shelter liaison and has also taken the NIMS courses required. **Motion made by Okonuk/Finelli to appoint Stephen Salisbury as the Assistant Emergency Management Director for the town of Lebanon. Vote: Yes, unanimous.**

9.0 Financial Reports – There were no recent reports available but Okonuk said that she and Bendoraitis had worked with the Bookkeeper, Erin Clark to decipher the utility line items which seem to be running high. Okonuk said that it may go over, but it is due to the conversion from AT&T to Charter for telephone and internet services. With the new fiscal year, departmental utilities will be combined and itemized by services making the tracking of charges much easier.

10.0 Motion made by Bendoraitis/Finelli to adjourn the meeting at 11:00 a.m. Vote: yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman