

Board of Selectmen
SPECIAL MEETING
October 31, 2013 9:00 a.m.
Town Hall
MINUTES

- 1.0** First Selectman Joyce Okonuk called the meeting to order at 9:04 a.m. Selectmen Linda Finelli John Bendoraitis, Town Planner Phil Chester and Administrative Assistant Patti Handy were also present. Audience: 3.
- 2.0** The following four bids were received for a one-year contract for Janitorial Services for Town Buildings:
- Superior Building Maintenance of Beacon, NY:\$12,456.00
 - Service Master Clean of Waterford, CT: \$24,985.00
 - Richard's Floor Finish of Lebanon, CT: \$26,000.00
 - Nu Look Cleaning Services of Salem, CT: \$27,600.00

Okonuk reiterated her concern regarding hiring another large, out-of-state company as experience has shown that this does not work well for the Town's particular janitorial needs. In addition, the lowest bid was unrealistic and there were no Connecticut references listed; the Selectmen agreed to disregard that bid. In addition, Service Master Clean, the second lowest bidder, has been providing services for the Senior Center for the past two years and received a favorable recommendation from the Senior Center Director. **Motion made by Bendoraitis/Finelli to award the bid for Janitorial Services for Town Buildings to Service Master Clean of Waterford, CT in the amount of \$24,985.00. Vote: Yes, unanimous.**

3.0 Selectmen reviewed the design for the Senior Center carport. Okonuk will consult with DPW Director/Town Engineer Brandon Handfield to refine the specifications. **Motion made by Bendoraitis/Finelli to advertise the RFP for the Senior Center Carport to be built per specifications with a slab foundation. Vote: Yes, unanimous.**

4.0 Town Planner Phil Chester, EDC Chairman Ellen Macauley and Town Historian Alicia Wayland were present to discuss an additional expenditure for the way finding signs. **Motion made by Okonuk/Bendoraitis to authorize an additional payment of \$1,026.00, for a total expenditure of \$8,009.76, for way finding signs on the Lebanon Green, as when signs were delivered the sign lettering was not readable to passing vehicles; funds to come from a transfer from account #215-000-4302 to account #215-000-2702. Vote: Yes (2) Okonuk and Bendoraitis, No (1) Finelli. Motion carries.**

5.0 **Motion made by Okonuk/Finelli to approve an additional cost of \$500 to Quasar Internet Solutions for Town website upgrades, funds to come from TIP. Vote: Yes, unanimous.**

6.0 Bendoraitis explained that the new design of the website will allow additional changes to the photo gallery at the top of the page. He suggested adding in special events such as the Memorial Day Parade, July 4th celebrations and other special town celebrations. Okonuk will announce in her Selectmen's Corner that residents may submit photos to be added to the website. No action.

7.0 As the newly designed website allows residents to post community events and business listings, it is necessary to establish a policy for posting these items on the town website. Criteria were discussed for both web pages.

Meeting went into recess at 9:58 a.m. to view the new website layout in the Town Planner's office.

Meeting resumed at 10:30 a.m.

The criteria for Community Event postings are as follows:

- Only Lebanon-based, non-profit events are allowed
- Maximum 45 day advance posting
- No regular meetings of groups or organizations
- No tag sales for residents, groups or organizations

Also, the disclaimer shall include the following: *The Town of Lebanon reserves the sole right to determine whether or not a posting is appropriate; the Website Administrators will attempt to review and post all submissions in a timely manner; it is strongly suggested that events be submitted at least one week in advance.*

The criteria for Business listings are as follows:

- Business must be based in Lebanon

OR

- Business owner must be a resident of Lebanon and the place of business must be in an adjacent (contiguous) town. Applicant must provide home address on submittal.

The disclaimer shall include the following: *The Town of Lebanon reserves the sole right to determine whether or not a business will be posted in this listing.*

All of these criteria will be reviewed again in February and any ensuing issues dealt with. No action.

8.0 Motion made by Bendoraitis/Finelli to advertise an RFP for legal services for the Town of Lebanon. Vote: Yes, unanimous.

9.0 Motion made by Bendoraitis/Finelli to approve a Tax Refund as requested by the Tax Collector as follows:

Tax Refunds	Amount
Smith, Joann	\$1,130.35

Vote: Yes, unanimous.

10.0 Executive Session

10.1 Not necessary as the information was not yet available.

11.0 Motion made by Finelli/Okonuk to adjourn the meeting at 11:15 a.m. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman