

Board of Selectmen  
**SPECIAL MEETING**  
March 12, 2013 – 5:00 PM - Town Hall  
**MINUTES**

**1.0** First Selectman Joyce Okonuk called the meeting to order at 5:00 pm. Selectmen Linda Finelli and John Bendoraitis and Administrative Assistant Patti Handy were also present. Audience: 4

**2.0** **New Business**

**2.1** Phil Chester, Town Planner and Jason Vincent of the Norwich Community Development Corporation (NDRC) were present to request that the Selectmen endorse a Resolution nominating the Yantic River Greenway as a Designated State Greenway. Vincent expressed his gratitude for the efforts that Lebanon has made in preserving open space as this has a direct impact on flooding in Norwich. **Motion made by Finelli, seconded by Bendoraitis to sign the Resolution Nominating the Yantic River Greenway as a Designated State Greenway. Vote: Yes, unanimous.**

**2.2** A total of five proposals were received for the Town of Lebanon Historic Building Survey Phase II which the review committee narrowed down to the top three potential firms. As the project is funded by a \$20,000 grant, the town set the maximum bid at \$19,500. The following bids were received:

- Rachel D. Carley of Litchfield, CT: \$19,000
- Myron O. Stachiw of East Woodstock, CT: \$19,500
- Lucas Katmazinas of Norwalk, CT: \$19,500
- TRC Environmental of Windsor, CT: \$19,500
- History Incorporated of Nashville, TN: \$17,900

It was the recommendation of the review committee that Rachel D. Carley of Litchfield, CT be awarded the bid as she specializes in historical outbuildings. **Motion made by Okonuk, seconded by Finelli to awarding the bid to Rachel D. Carley of Litchfield, CT in the amount of \$19,000, funds to come from the 2012 Connecticut Department of Community and Economic Development Grant. Vote: Yes, unanimous.**

**2.3** Robert Fradette, Financial Consultant with Chelsea Groton Financial Services and Infinex Investments was present along with James Forrest, Town Treasurer to discuss the development of investment guidelines and policies for present and future endowment accounts. Okonuk explained that earlier this year the endowments provided to the Town by Hugh Trumbull Adams that had previously been managed by Merrill Lynch, needed to have a change in oversight as Merrill Lynch was no longer managing municipal endowments. At the time of the notice, US Treasury Bonds within the endowments were maturing and needed to be reinvested immediately. The Selectmen and Forrest made temporary changes. (See minutes from February 12, 2013 Special Meeting). As the Town can only utilize the interest and dividends from these investments, the Selectmen need to be sure that adequate guidelines and protocols are in place to protect the principal portion of the investments and to make investment decisions that will provide a steady revenue stream. To accomplish same, Fradette was asked to return to the Selectmen with: 1) An analysis of current holdings with recommendations for changes; 2) Assistance in developing an investment policy for endowments along with structure for the guidelines and tracking to an index; 3) A periodic review of investments based on guidelines that will be established; 4) A monthly report and update from Forrest at the Selectmen's Regular meetings; 5) A quarterly report from Fradette. Fradette will begin working on this immediately and report back to the First Selectman with his findings and recommendations.

**2.4** Forrest requested the Selectmen authorize the closing of an inactive account with the Dime Savings Bank which was opened in 1976 as a "Local School Fund" and has not had any activity other than gaining a tiny bit of interest over the years. The account balance is currently \$1,936.83. After some discussion it was decided to transfer the funds into the "School Activity Fund" a general fund that supports various school activities. **Motion made by Bendoraitis, seconded by Finelli to close the Local School Fund at Dime Savings Bank and transfer the balance of \$1,936.83 to the Lyman Memorial High School Activity Fund. Vote: Yes, unanimous.**

**2.5** Two proposals were received for the Administrator of the 2013 Small Cities Community Development Block Grant (CDBG). The DECD allows for administration and program costs to be no more than 25% of the grant for all housing grants and a maximum of 21% for administration and program costs on all other types of grants. The following two proposals were received:

- Institute for Building Technology and Safety of Ashburn, VA proposed an hourly rate for various services which ranged from Administrative Support at \$88.75/ hour to Senior Manager at \$169.50/hour. These proposed fees would far exceed what the Town pays the current administrator.
- Community Consulting of Willimantic, CT proposed compensation for professional services to administer and implement Lebanon's CDBG Housing Rehabilitation Program not to exceed 23% of total grant (including program costs); and compensation for professional services to administer and implement Lebanon's Program Income not to exceed 23% for program income funds derived from Housing Rehabilitation Loans, and a maximum of 8% for program income funds derived from all other types of Small Cities grants.

**Motion made by Okonuk, seconded by Finelli to award the contract for Administrator of 2013 Small Cities Community Development Block Grant (CDBG) to Community Consulting as specified in their proposal stated above. Vote: Yes, unanimous.**

**Motion made by Okonuk, seconded by Finelli to adjourn the order of the agenda and take up Item 8.3 under Reappointments. Vote: Yes, unanimous.**

**8.3** Alicia Wayland, Secretary of the Jonathan Trumbull Jr. House Board of Historical Preservation was present to recommend the reappointment of Candice Brashears as the part-time Museum Director. Wayland stated that the Board is very pleased with Mrs. Brashear's work as Director. **Motion made by Bendoraitis, seconded by Finelli to reappoint Candice Brashears as part-time Museum Director for the Jonathan Trumbull Jr. House Museum for the 2013 season, at a salary of \$7,234.50 for 350 hours of work, with no benefits or holiday/sick time, funds to come from the Jonathan Trumbull Jr. House Endowment Fund. Vote: Yes, unanimous.**

**Motion made by Okonuk, seconded by Finelli to return to the regular order of the agenda with Item 2.6 under New Business. Vote: Yes, unanimous.**

**2.6** Darcy Battye, Senior Center Coordinator was present to request approval to purchase two (2) replacement computers for the Senior Center public kiosk and a one (1) terabyte external hard drive for back up of staff and public computers. Discussion followed regarding necessary software. **Motion made by Bendoraitis, seconded by Finelli to approve up to \$1,250.00 for the purchase of two replacement computers for the Senior Center Public Kiosk and related software and one terabyte external hard drive for back up of staff and public computers, funds to come from TIP, Account #208-620-6200. Vote: Yes, unanimous.**

**2.7** Battye was also spoke on behalf of the Commission on Aging to request approval for the application for a State Matching Grant for Elderly and Disabled Demand Responsive Transportation Services in State Fiscal Year 2014. **Motion made by Bendoraitis, seconded by Finelli to authorize the Commission on Aging to apply for a State Matching Grant for Elderly and Disabled Demand Responsive Transportation Services in State Fiscal Year 2014. Vote: Yes, unanimous.**

**2.8** Selectmen reviewed an estimate for the replacement of the fuel system monitor at the Public Works Facility as recommended by Public Works Foreman, Tom Conley. Selectmen discussed the computer equipment necessary to operate the fuel system monitor as well as the possibility of moving the system if a new Pubic Works Facility is eventually built. **Motion made by Bendoraitis, seconded by Finelli to recommend to the Board of Finance the expenditure of up to \$13,000 from TIP to purchase a fuel system monitor and associated computer hardware and software for the Public Works Facility. Vote: Yes, unanimous.**

**2.9** **Motion made by Bendoraitis, seconded by Finelli to sign the Resolutions for the Small Cities Community Development Program and the Lebanon Program Reuse Income Plan for the Community Development Block Grant Program. Vote: Yes, unanimous.**

**2.10** **Motion made by Finelli Seconded by Bendoraitis to sign a Proclamation declaring March 12, 2013 as Girl Scout Day. Vote: Yes, unanimous.**

**2.11** **Motion made by Bendoraitis, seconded by Finelli to sign a Proclamation for Earth Day 2013 for the Earth Day Network. Vote: Yes, unanimous.**

**2.12** The Selectmen discussed and reviewed the FY 2013-14 CIP Program. **Motion made by Bendoraitis, seconded by Finelli to approve the FY 2013-14 CIP Program as presented. Vote: Yes, unanimous. (See attached).**

**2.13** Phil Chester discussed the process for notifying lake residents regarding the Conversion for Seasonal Dwellings to Year-Round Use. He proposed sending a newsletter to property owners on each lake, with specific language regarding the conversion process, the Ordinance and the WPCA Regulations. Town Sanitarian Reed Gustafson and Town Building Inspector Peter Zvingilas also joined the meeting to explain how the Ordinance pertains to residents of Amston Lake, the properties for which will eventually be sewerred; discussion followed. **Motion made by Finelli, seconded by Bendoraitis to authorize the Town Planner to work with the First Selectman to notify all lake residents of WPCA regulations, the seasonal ordinance and elimination of seasonal zoning. Vote: Yes, unanimous.**

**Motion made by Okonuk, seconded by Finelli to enter into Executive Session at 6:58 pm. Vote: Yes, unanimous.**

### **3.0** **Executive Session**

**3.1** Discuss property negotiations for purchase of land.

Returned to Regular Session at 7:05 pm. No action.

**4.0 Minutes**

- 4.1** Motion made by Bendoraitis, seconded by Okonuk to approve the minutes from the January 11, 2013 Special Meeting. Vote: Yes (2) Okonuk and Bendoraitis, Abstain (1) Finelli. Motion carries.
- 4.2** Motion made by Finelli, seconded by Okonuk to approve the minutes from the January 31, 2013 Special Meeting. Vote: Yes (2) Okonuk and Finelli, Abstain (1) Bendoraitis. Motion carries.
- 4.3** Motion made by Bendoraitis, seconded by Finelli to approve the minutes from the February 5, 2013 Regular Meeting. Vote: Yes (2) Bendoraitis and Finelli, Abstain (1) Okonuk. Motion carries.
- 4.4** Motion made by Bendoraitis, seconded by Okonuk to approve the minutes from the February 12, 2013 Special Meeting. Vote: Yes (2) Okonuk and Bendoraitis, Abstain (1) Finelli. Motion carries.
- 4.5** Motion made by Bendoraitis, seconded by Finelli to approve the minutes from the February 26, 2013 Special Meeting amended as follows: Item 2.0 for new Capital Budget Requests should state: *Chappell Road Pipe Replacement \$350,000.00*. Vote: Yes, unanimous.

**5.0 Correspondence**

- 5.1** Okonuk read a letter from Laurie and Dominic Yoia, residents and frequent patrons of the Jonathan Trumbull Library, praising the friendly, helpful staff and excellent resources of the Library. The Yoia's feel that the Library is "truly one of the gems of Lebanon."

**6.0 Police Report**

- 6.1** The Selectmen reviewed the February 2013 Activity Report from the Resident State Trooper.

**7.0 Resignations**

- 7.1** Motion made by Bendoraitis, seconded by Finelli to accept the resignation of Paul Spedaliere as the Deputy Emergency Management Director. Vote: Yes, unanimous.
- 7.2** Motion made by Bendoraitis, seconded by Finelli to accept the resignation of Phil McLellan from the Public Works Facility Study Committee. Vote: Yes, unanimous.

**8.0 Appointments/Reappointments**

- 8.1** Motion made by Finelli, seconded by Bendoraitis to appoint Mark DeCaprio as Deputy Emergency Management Director. Vote: Yes, unanimous.
- 8.2** Motion made by Finelli, seconded by Bendoraitis to reappoint Marc Lang and Keith Wentworth to the Cemetery Commission for three (3) year terms ending 2/1/2016. Vote: Yes, unanimous.
- 8.3** (See above)
- 8.4** Motion made by Bendoraitis, seconded by Finelli to appoint Lisa Matson to the Library Building Committee with a term to end at the completion or abandonment of the project. Vote: Yes, unanimous.

- 9.0** Motion made by Bendoraitis, seconded by Finelli to approve the Tax Refunds for February 2013 presented as follows: Dufour, John Jr. - \$3,199.93. Vote: Yes, unanimous.

**10.0 Financial Reports**

The Selectmen reviewed the monthly Financial Reports as provided by the Finance Office.

- 11.0** Motion made by Okonuk, seconded by Finelli to adjourn the meeting at 7:15 pm. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman