

Board of Selectmen  
**SPECIAL MEETING**  
Town Hall  
September 9, 2008 – 3:00 P.M.

**MINUTES**

- 1.0 First Selectman Joyce Okonuk called the Special Meeting to order at 3:04 PM. Selectman John Bendoraitis and Selectman Russ Blakeslee were present. Also in attendance: Administrative Assistant Mary Ellen Wieczorek and audience of 4.

**2.0 Minutes**

**2.1** Selectman Blakeslee requested the following amendments to the minutes of the August 5, 2008 Regular Meeting.

Item 5.6 First Sentence; strike the word **from**.

Item 8.0 (Public Forum) Include following comment by Blakeslee after the 4<sup>th</sup> sentence: *Blakeslee commented the State had fined them \$750.00 and the State felt they had paid their dues.*

Motion by Bendoraitis, seconded by Blakeslee to approve the minutes of the August 5, 2008 Regular Meeting as amended. Vote: yes. Unanimous.

**2.2** Motion by Okonuk, seconded by Blakeslee to approve the minutes of the August 12, 2008 Special Meeting. Vote: 2 yes (Okonuk & Blakeslee); 1 Abstain (Bendoraitis) Motion carried.

**2.3** Bendoraitis requested the following amendment to the minutes of the August 15, 2008 Special Meeting:

Item 3.0: Bendoraitis abstained from the vote. Corrected to read: Vote: 2 yes (Okonuk and Blakeslee); 1 Abstain (Bendoraitis) Motion carried. Motion by Blakeslee, seconded by Bendoraitis to approve the minutes of the August 15, 2008 Special meeting as amended. Vote: yes. Unanimous. Motion by Blakeslee, seconded by Bendoraitis to approve the minutes August 15, 2008 Special meeting.

**2.4** Blakeslee requested the following amendments to the minutes of the September 2, 2008 Special Meeting.

(1) Amend motion to include "subject to condition in offer letter"

(2) Vote is missing from the motion.

Amended to read Moved by John Bendoraitis, seconded by Russ Blakeslee to hire Tom Conley as the Public Works Foreman at the rate of \$24.04 per hour, subject to conditions in the offer letter, effective August 25, 2008. Vote: yes. Unanimous.

**3.0 Correspondence**

- 3.1** Selectmen noted a letter from the Town Clerk to the Republican Town Committee regarding a vacancy on the Zoning Board of Appeals due to the death of Ted Littlefield. As the Board of Selectmen is the appointing authority, the RTC should submit their recommendation to the Selectmen. No action on the letter.

**4.0 Old Business**

- 4.1** Phil Chester, Town Planner, updated the Selectmen on an inspection at the Fire Safety Complex kitchen. Phil stated that residents participating in the farmers' market request to use the kitchen facilities at the Complex to prepare foods they sell at the Farmers' Market. The State of Connecticut inspection indicated the kitchen met a commercial kitchen rating. Selectmen discussed whether the Town should open the FSC kitchen for this type of activity and what procedures, policies and fees would need to be implemented. Phil noted he checked with towns that have Farmers' Markets and they do not provide this type of facility to participating vendors. Bendoraitis said the existing policy for civic and private functions to rent the facility at the complex was fine, but he felt it was not a good practice for the town to invite private businesses to utilize the kitchen as a public facility for profit. Okonuk said that the town would need to check with the insurance carrier to see if the coverage prohibits private businesses using the facility for profit. No action.

**4.2** Selectmen continued discussion on changing Town Hall hours to conserve energy with Tax Collector Joyce Hofmann and Town Clerk Susan Coutu. In August Selectman Bendoraitis suggested the Board look into the possibility of changing Town Hall hours and switching the day it is closed. The change would mean Town Hall would open Monday through Thursday and close Friday. First Selectman Okonuk and Selectman Blakeslee expressed concern about the Town Hall being closed four (4) consecutive days when a holiday falls on a Monday. Hofmann and Coutu did not believe it would have much impact on the ability of the public to access their offices and support the change. Additionally, both agreed that changing the late night from Tuesday to Thursday would better serve residents prior to the Friday closure. Okonuk stated that her first priority is to serve the community and second is to watch the town's energy conservation. Motion by Bendoraitis to change hours for Town Hall effective November 3<sup>rd</sup> to Monday through Thursday 8 a.m. to 4 p.m. and change the late day from Tuesday to Thursday. Okonuk stated it was the Board's obligation to discuss this change with all employees to learn if there would be any potential negative impact and furthermore, the town would need to reach an agreement with the Town Hall union before changing hours. The Board agreed the union should be contacted prior to any further action. Motion by Bendoraitis failed due to the lack of a second. The First Selectmen proposed to take no action and to check with the union and all staff prior to considering the change to Town Hall hours. No action.

**4.3** John Lyon, Lebanon Deputy Fire Chief asked the Selectmen the status of the Aspinall Property at 491 Exeter Road. If there is the possibility that the building will be torn down, the fire department would like to request permission to use the property as a "burn house" for training purposes. Okonuk stated that a Lebanon resident has provided her with the name of an interested not-for-profit organization interested in removing, to salvage, material such as sinks, cabinets, counter tops, plumbing from the building to provide to third-world countries. Lyon explained the training would require breaking windows, teaching search/rescue on upper floor, roof training with a controlled burn. The building would not necessarily be burned down, but damaged. Deputy Lyon told the Board that the proper permits would need to be filed with the Fire Marshal and he would need to have a lead-based check performed before permitting a controlled burn. Bendoraitis reminded the Selectman that any plans for the property must be brought back to town meeting before any action is taken. Motion by Okonuk, seconded by Blakeslee to authorize the First Selectman to check with the Fire Marshal and the not-for-profit salvage organization to develop a plan to present to the Selectmen for the Aspinall property that will eventually be presented at Town Meeting. Vote: yes. Unanimous.

**4.4** The south west corner of the library basement requires installation of a new curtain drain. The past several years, the basement has been flooding. The existing carpet has been damaged and will ultimately need replacement. These issues cannot be addressed until the curtain drain is replaced. One estimate was obtained by the First Selectman for the work. Bendoraitis stated that he was not certain the installing only one side of the building with drains is adequate, but Okonuk replied that the Public Works Department has already installed an intercepting swale on the west side of the building to intercept any runoff coming from the church. Motion by Blakeslee, seconded by Bendoraitis to authorize the First Selectman to obtain an additional quote on the installation of curtain drains on the south west side of the library. Vote: Yes. Unanimous.

## **5.0 New Business**

**5.1** Motion by Okonuk, seconded by Bendoraitis to recommend the following people for consideration to attend the Land Use Leadership Alliance (LULA): David Fields, Wayne Budney, Jan Fitter, Sue Brett-Davis and Keith LaPorte. Vote: Yes. Unanimous.

**5.2** The Republican Town Committee (RTC) submitted a letter recommending Kenyon Gardner move up from his alternate position to a full seat on the Zoning Board of Appeals to fill the vacancy left by the recent passing of Ted Littlefield, and further recommend Jerome (Jody) Walsh to fill the alternate seat. Motion by Blakeslee, seconded by Okonuk to appoint Kenyon Gardner to fill the full seat on the Zoning Board of Appeals, created by the passing of Ted Littlefield, for the unexpired portion of the vacated term, ending November 22, 2011. Vote: yes. Unanimous. Motion by Okonuk, seconded by Blakeslee to appoint Jerome Walsh to the alternate seat, for the unexpired portion of the vacated term ending, November 22, 2009. Vote: yes. Unanimous.

**5.3** PayChex is the human resource management firm that administers the town's payroll. PayChex offers additional software that automatically tracks employee records such as vacation, sick, personal time, tax status, and many more features. Presently, this information is manually maintained. Cost for one time implementation is \$500.00 and the per pay period processing for 26 pay periods is \$908.44. Motion by Blakeslee, seconded by Okonuk to purchase the additional PayChex H.R. System to manage employee earned time and improve record

keeping in the amount of \$1,408.44, funds to come from Account #415 – 5317, Computer Services – Support Services. Vote: yes. Unanimous.

**5.4** Brenda Bennett, Social Services Administrator, tendered her resignation as she has accepted full-time employment with another Town. On behalf of the Board, Okonuk expressed her gratitude to Brenda for her dedicated and professional service for the past two years. Brenda was instrumental in coordinating with the Town Planner, the first Lebanon's Farmers' Market that continues to be a great success, due in part to Brenda's enthusiasm and hard work. Brenda will be leaving her position on September 26, 2008 and will be available for interviewing and training her replacement. Motion by Blakeslee, seconded by Okonuk to accept, with regrets, the resignation of Brenda Bennett thanking her for her service to the residents of the town. Vote: yes. Unanimous.

**5.5** With Brenda Bennett's resignation, the position of Social Services Administrator should be advertised as soon as possible. In addition to the newspaper, the town will post the advertisement on the town's website, State Department of Labor job posting site and on a social services network. Motion by Bendoraitis, seconded by Blakeslee to authorize the First Selectman to advertise the position of Social Services Administrator. Vote: yes. Unanimous.

**5.6** No action needed on additional funding for the installation of ice clips at the Fire Safety Complex as the Selectmen approved this expenditure at the March 4, 2008 meeting.

**5.8** Motion by Blakeslee, seconded by Bendoraitis to authorize payment to Sonitrol Communications Corp. in the amount of \$153.98 for the emergency repair to the alarm system at the Jonathan Trumbull Jr. House Museum, funds to come from the Jr. House Fund. Vote: Yes. Unanimous.

**5.9** Interviews for the Buildings and Grounds Maintainer position will be scheduled in the next week or so. Okonuk stated that she would like the Board to participate in the interview process. No action.

**5.10** Interviews for the Highway Maintainer position will be scheduled on September 18, 2008. Okonuk asked the Selectmen to please participate. No action.

**5.11** Okonuk would like to establish training programs and provide safety videos to town employees in an effort to reduce work-related injuries. CIRMA has a training library and will make these DVD/CD's available for towns to use in local training programs. She requested the Selectmen permit the purchase a VCR/DVD player with a small television, as was discussed earlier in the year during the budgeting process. The First Selectman will research available products and return with cost estimates. No action.

**5.12** No action on the installation of cable television at Town Hall.

**5.13** Boy Scout Troop 180 requests to use the Green in October for their annual Hike for Heat to raise funds for heating assistance distributed through the town's Social Services. Additional, they will hold a Scouting for Food collection event for Neighbor's Helping Neighbors and a Bread Bowl Soup Sale to raise funds for the troop. Motion by Okonuk seconded by Bendoraitis to approve the request from Boy Scout Troop 180 to use the Green for their annual Hike for Heat fundraiser on Saturday, October 11, 2008. Vote: yes. Unanimous.

**5.14** No action on the capitol plan for the Town of Lebanon as additional information is required.

**5.15** The Rails to Trails Committee requests that the Board of Selectman waive the requirement outlined in the Ordinance on Competitive Bidding that requires the purchase of goods or services greater than \$7500 be solicited through a sealed bid. They wish to purchase stone dust for Section 2 of the Air Line Trail that will be installed by the Public Works Department. The Rails to Trails Committee obtained three written estimates (Adelman, Beckers and Tilcon) for the purchase of stone dust. The committee estimates that the cost of the stone dust will range between \$10,000 and \$17,000 depending on the vendor and volume purchased. Waiving the requirement for a sealed bid will ensure that the Public Works Department can select the material best suited for use on the trail, at the best price from the quotes received and will ensure that the material can be purchased for installation in September. Motion by Blakeslee, seconded by Okonuk to grant to waiver requested by the Rails to Trails Committee as outline in the Ordinance on Competitive Bidding. Vote: yes. Unanimous.

## 5.16 The following resignations from Commissions/Committees were acted upon:

- (a) Motion by Blakeslee, seconded by Bendoraitis to accept the resignation of Mary Thompson from the Economic Development Commission. Vote: yes. Unanimous.
- (b) Motion by Bendoraitis, seconded by Okonuk to accept the resignation of Arthur Wallace from the Town Center Parking Lot. The Board extends their appreciation for Art's dedicated years of services serving on this committee. Vote: yes. Unanimous.

5.17 The following Appointments and Reappointments from Commissions/Committees were acted upon:

### Appointments

**Motion by Okonuk, seconded by Blakeslee to appoint the following persons to the Jonathan Jr. House Board of Historical Preservation with the following terms. Vote: yes. Unanimous.**

William Lang	Three (3) years	Term End 9/9/2011
Judy Vertefeuille	Three (3) years	Term End 9/9/2011
Sheri-Ann Martin	Three (3) years	Term End 9/9/2011
Amy Frasier-Riley	Two (2) years	Term End 9/9/2010
Glenn Pianka	Two (2) years	Term End 9/9/2010
Alicia Wayland	One (1) year	Term End 9/9/2009
Carolyn Eck	One (1) year	Term End 9/9/2009

### Reappointments:

Motion by Bendoraitis, seconded by Blakeslee to reappoint Beverly Duntz, David Fields, Phil McLellan, Joyce Okonuk, Lynn Russo and Alicia Wayland to the Town Center Parking Lot Committee as recommended by the Chair with a one (1) year term to expire August 6, 2009. Vote: 2 yes (Bendoraitis and Blakeslee); 1 abstain (Okonuk). Motion carried.

**6.0 Tax Refunds -** Motion by Okonuk, seconded by Bendoraitis to approve the following tax refunds. Vote: yes. Unanimous.

Kieran or Sherrilyn Flannery		\$294.30
Lincoln Breault		\$10.53
Lynn Miller		\$174.21
David Seibert		\$43.79
David Seibert		\$45.56
Brad Lessard		\$30.74
Kathleen Fletcher-Gocka		\$55.13
Diane Cosma Marquis		\$684.08
Carla Pomprowicz		\$90.62
Lorina Paquet		\$21.97
Gloria Moniz		\$17.61
Gloria Moniz		\$39.17
Denise Seibert		\$169.38
Mary E. Jarvis		\$68.73

**7.0** Selectmen will request the Town Accountant to reformat the non-recurring expenses report.

**8.0** There was no Public Forum.

**9.0** Motion by Blakeslee, seconded by Okonuk to adjourn the meeting at 5:14 p.m. Vote. Yes. Unanimous.

Respectfully submitted,

Joyce R. Okonuk  
First Selectman