

Board of Selectmen
SPECIAL MEETING
Town Hall
January 4, 2008 - 1:00 PM
MINUTES

1.0 The Special Meeting of the Board of Selectmen was called to order at 1:16 PM by First Selectman Joyce Okonuk. Selectman John Bendoraitis and Selectman Russell Blakeslee were present. Also in attendance was Mary Ellen Wieczorek, Administrative Assistant. Audience: 9.

2.0 **Minutes**

2.1 Blakeslee requested the following corrections to the minutes from the December 4, 2007 Regular Meeting: Item 5.1, 4th sentence, add "ed" to the word process; sentence corrected to read: Once this initial grant is **processed**, the Town may immediately apply for up to \$2500 for an EOC computer and internet fee. Item 5.7, last sentence, strike the word "a" from the sentence; corrected to read: Bendoraitis suggested that the First Selectman contact CCM to see what ordinances are in place and to obtain copies of any existing ordinances. Item 5.20; 1st sentence, add "ed" to the word contact; sentence corrected to read: Okonuk has not received an update from the Commission on Aging subcommittee, nor have they **contacted** the Selectman's office to arrange a meeting with the Board. Moved by Blakeslee, seconded by Bendoraitis to approve the minutes of the December 4, 2007 Regular meeting as amended. Vote: yes. Unanimous.

2.2 Blakeslee requested the following correction to the December 11, 2007 Special Meeting. Item 2.0, 3rd sentence, change the work "in" to "on"; sentence corrected to read: The discussion of whether an engineering degree would be required or strongly recommended was discussed at length with the Selectmen not coming to a consensus **on** that issue. Moved by Bendoraitis, seconded by Blakeslee to approve the minutes of the December 11, 2007 Special Meeting as amended. Vote: yes. Unanimous.

2.3 Moved by Bendoraitis, seconded by Blakeslee to approve the minutes of the December 20, 2007 Special Meeting. Vote: yes. Unanimous.

3.0 **Correspondence**

The Board reviewed a letter from the Town Clerk regarding filling the vacancy on the Board of Education resulting from the resignation of David Geligoff. No action.

Moved by Okonuk, seconded by Blakeslee to take up item 5.1 on the agenda: Discuss and act upon the Operating cost estimates for Senior Center. Vote: yes. Unanimous.

5.1 Commission on Aging members Geri McCaw, Marion Russo, Jim Donnelly, Jane Cady and Priscilla Clesowich were present to speak to the Selectmen about operating cost estimates for the new Senior Center. Members contacted the Senior Center Directors of Columbia, Chaplin, Hebron, Ashford, Willington and Colchester to discuss what guidelines and procedures these communities used to estimate initial set up costs and first year budgets. Geri McCaw said that it is the Commission's recommendation to hire a part-time Director, licensed for food prep, at an annual wage of approximately \$15,000. Other operating costs include phone, electricity, cable/internet, maintenance (including janitorial), supplies (including copiers, fax), and kitchen equipment. Geri will meet with the First Selectman at a date in the near future to review estimates and determine if proposed expense should be included in the new Senior Center Budget or if items like computer service and lawn maintenance should be included with other town budgets. No action.

Moved by Okonuk, seconded by Blakeslee to return to the order of the agenda. Vote: yes Unanimous.

4.0 Old Business

4.1 Chris Darrow of Winnelson of Willimantic met previously with the Selectmen and also with the Senior Center Building Committee to discuss energy-saving options for the Senior Center. Chris was asked to provide a heat analysis (BTU) warm air vs. radiant heat for the Senior Center, showing energy consumption and installation comparisons. Chris was invited back to provide an analysis/comparison of the forced hot air heat/ac that was called for in the bid documents and an alternate heat source (in-floor slab radiant heat). Chris stated his involvement was to represent the interests of Lebanon taxpayers and felt an obligation to present this new option as he feels it will save a great deal of money for the town in the years ahead. Chris explained that radiant heat is more efficient than baseboard heating. No energy is lost through ducts. The specified plan proposes five furnaces; two, 100,000 BTUs and three, 120,000 BTUs and two water heaters (120 BTU's--60 gallons). The alternate proposes a single 250,000 BTU condensing wall-hung gas boiler and one 60 gallon indirect water heater. Both propose two, four ton air conditioning coils and three, five ton air conditioning coils. Chris stated the cost for the specified water heaters cost \$24,000, with three year warranties. The alternate water heater costs \$24,500 with a 10 year warrantee. Furthermore, Chris stated that not only will the energy pay back be substantial, but maintenance could be simplified. Okonuk agreed the costs associated for service maintenance contracts for five units will be substantial. Bendoraitis expressed concern about the lateness of the proposal that could potentially delay the project further, resulting in additional costs and jeopardizing grant funding. Okonuk said now the Selectmen are aware of this new information, they have an obligation to bring this information to the Senior Center Building Committee. If the Committee agrees to look at Chris' proposal, they should ask the architect and contractor to estimate the cost of a change order. Moved by Okonuk, seconded by Blakeslee to present the newly learned energy-saving furnace and hot water heater data to the Senior Center Building Committee at their next meeting, asking Chris Darrow, as a Lebanon resident and representative of Winnelson, Willimantic, to present to the Committee at that time. Vote: yes. Unanimous.

Motion by Blakeslee, seconded by Bendoraitis to take up items 5.11 and 5.12 on the agenda. Vote: yes. Unanimous.

5.11 Resignations from Commissions/Committees

- (a) Moved by Bendoraitis, seconded by Blakeslee to accept, with regret, the resignation of Susan Brett Davis from the Economic Development Commission. Vote: yes. Unanimous.
- (b) Moved by Okonuk, seconded by Blakeslee to accept, with regret, the resignation of Susan Brett Davis from the Ethics Code Draft Committee. Vote: yes. Unanimous.

5.12 Appointments/Re-appointments from Commissions/Committees

- (a) Moved by Bendoraitis, seconded by Blakeslee to appoint Jim Smith as a full member of the Economic Development Commission, as recommended by the Chairman, term to expire 02/01/2012. Vote: yes. Unanimous.
- (b) Moved by Blakeslee, seconded by Bendoraitis to reappoint Mary Thompson to the Economic Development Commission, as recommended by the Chairman, with a term to expire 02/01/2013. Vote: yes. Unanimous.
- (c) Moved by Okonuk, seconded by Bendoraitis to appoint Christine Witkowski to the J.T. Jr. House Study Committee. Vote: yes. Unanimous.

Moved by Okonuk, seconded by Blakeslee to take up items 5.7 and 5.8 on the agenda. Vote: yes. Motion carried.

5.7 Town Planner Phil Chester stated the town has submitted two applications for the 2007 State Dept. of Agriculture, Agricultural Viability Grant. One grant in the amount of \$25,000 is for the expansion of the Lebanon's Farmers' Market, property appraisals for open space and farmland preservation, plus other ag-related studies. The second grant is for \$38,100, requested by Lebanon on behalf of the Land Use Leadership Alliance, who will plan workshops and training

sessions for area agricultural decision makers. Resolutions authorizing the First Selectman to execute both contracts and a Non-discrimination Certification are needed to complete the process. Moved by Okonuk, seconded by Bendoraitis to authorize the First Selectman to execute on behalf of the Town, both contracts with the State of Connecticut, Department of Agriculture for Farm Viability Grants, and to bring to the next Town Meeting the acceptance of the grants. Vote: yes. Unanimous. Moved by Okonuk, seconded by Blakeslee to authorize the Non-discrimination Certification for the State of Connecticut, Department of Agriculture for Agricultural Viability Grants. Vote: yes. Unanimous.

5.8 Okonuk told the Board that in December she and Phil Chester received a presentation by representatives from CL&P and Northeast Utilities re their plan to propose two new sites for a future peak generating plant in Connecticut. Their property on Card Street in Lebanon is one of those sites. Phil Chester explained that CL&P has identified its Card Street substation property as a proposed site for a 200 MW plant. Northeast Utilities (NU) proposes construction of a four jet engine style turbine plant on the 80 acre parcel adjacent to their existing facilities. The project, with an estimated building cost of \$200 million, would be subject to the Connecticut Siting Council application process and also be presented to Lebanon's Zoning and Wetlands Commissions. Okonuk said that in addition to providing additional power into the state's energy grid during peak demand throughout the state, the project would significantly boost the town's economic development and significantly increase Lebanon's tax revenues. NU is also looking at another site in Waterbury. The Selectmen will travel to Wallingford on January 14th to see a similar turbine plant. Chester explained that a letter of interest from the Town should be submitted to NU on or before the DPUC filing. Additionally, the letter should include a request that CL&P provide up to \$20,000 for the Town to use for an outside independent study. Moved by Bendoraitis, seconded by Blakeslee to request the First Selectman to send a letter of interest for the proposed peak generating substation on Card Street. Vote: yes. Unanimous.

Moved by Bendoraitis, seconded by Okonuk to return to the order of the agenda. Vote: yes. Unanimous.

4.2 At the December 20, 2007 meeting, the Selectmen voted to advertise for the part-time Town Accountant position. At that meeting, the Selectmen did not vote to accept the job descriptions for the Town Accountant or the Bookkeeper. Okonuk reported the Town Accountant position has been advertised and also posted on the Town webpage. A meeting to discuss the new Bookkeeper job description has been scheduled with the Union and the employee proposed to serve in that capacity. Moved by Bendoraitis, seconded by Blakeslee to approve both the Town Accountant and Bookkeeper job descriptions as presented. Vote: yes. Unanimous.

4.3 The First Selectman met with Resident State Trooper Mark Maynard, Constable Basil Spedaliere, and Jim Shiffrin to address the areas of concern presented by the RST for the Bailey's Fun Run for Bailey's Garden. Details are being worked out between Mr. Shiffrin and Trooper Maynard and the Fun Run will move forward as requested. No action.

4.4 Selectmen continued to review the proposed change of the Assistant Road Foreman job Description to that of a Public Works Director. Phil Chester, Town Planner compiled a review of 13 eastern Connecticut towns that have a Public Works Director that are similar in population and number of maintained road miles. The review showed an average salary of \$63,615 and the average town-maintained road miles per public works employee was 9.6 miles (Lebanon maintains 11 miles per employee). Two towns have Public Work Directors that are also engineers; two towns employ a Town Engineer, but have no Public Works Director. The Board discussed whether an engineering degree should be required and if this requirement would actually reduce engineering expenses for the town. Blakeslee stated that he does not agree that the job description requires an engineering degree and the expanded duties could be performed by someone with a construction background. Okonuk and Bendoraitis disagreed stating the new job description requires an individual with a much stronger management background, with much higher skills with computers, construction design and calculations, organization of staff and

work schedules, budget management, with strong communication and interpersonal skills. Okonuk will refer the old and revised job descriptions to the Town's labor attorney asking if these descriptions differ substantially. Selectmen reviewed and made final revisions to the job description and agreed this position should be changed to the title of Public Works Director. Moved by Bendoraitis to approve the revised job description with a proposed salary range of \$56,000-\$62,000 per year. Motion failed due to lack of a second. Moved by Bendoraitis, seconded by Blakeslee to approve the Public Works Director job description as revised. Vote: yes. Unanimous. Moved by Bendoraitis, seconded by Okonuk to approve the salary range of \$56,000 to \$62,000 for the Director of Public Works job description. Vote: 2 Yes (Okonuk and Bendoraitis); 1 No (Blakeslee) Motion passed.

5.0 New Business

5.1. Operating cost estimates for Senior Center acted upon above.

5.2 The Selectmen acknowledged a letter from the Assessor requesting an extension to the filing of the 2007 Grand List. The First Selectman has notified the State of Connecticut Office of Policy and Management advising them of the one-month extension granted to the Town Assessor to complete her duties for filing the Grand List of 2007. The extension has been necessitated due to the part-time status of the Assessor's position and the late receipt of the motor vehicle list from the Department of Motor Vehicles. No action.

5.3 No action on TIP spending.

5.4 The Board reviewed a letter from the Computer Tamers informing the Selectmen that they will not propose a renewal of their service agreement with the town in the upcoming budget year. The Computer Tamers currently provide maintenance to the Town Hall and Library servers. The current agreement expires June 30, 2008. A key factor in their decision is that the town does not have a full service agreement with them. No action.

5.5 The Selectmen reviewed a letter from Glen Coutu, Chairman of the Track Replacement Committee. The Committee voted at their December, 2007 meeting to accept the track as complete and to authorize the Chairman to request the Selectmen to disband the Committee. Furthermore, the Committee voted to request the Selectmen to make a recommendation to the Board of Finance to set aside up to \$10,000.00 of the unspent allocated funds for the purpose of future track maintenance. Moved by Bendoraitis, seconded by Blakeslee to disband the Track Replacement Committee and further to recommend to the Board of Finance to set aside up to \$10,000.00 of unspent funds from the Track Project for the purpose of future track maintenance. Vote: yes. Unanimous.

5.6 The following dates/times were chosen for budget preparation meetings:

January 15, 2007 @ 11AM
January 16, 2007 @ 1PM
January 21, 2007 @ 1PM

5.7 Resolutions for the 2008 Agriculture Viability Grant acted upon above.

5.8 CL&P request acted upon above.

5.9 Interim Accountant, Phyllis Lapierre has requested that the damaged, old fireproof file cabinets in the Finance Office be considered for replacement with either fireproof or regular cabinets. Most do not close nor lock (thus negating the fireproof benefit) and in general are in poor working order. Selectmen felt the cabinets needed to be replaced with the fireproof style to provide the safety needed for the department's vital records. Moved by Blakeslee, seconded by Bendoraitis to authorize the expenditure of up to \$1,000 from the TIP account, discretionary, office equipment, for the purchase of fireproof file cabinets for the Finance Office. Vote: yes, unanimous.

5.10 Over the past month, the roof on the Fire Safety Complex (FSC) has experienced a severe build-up of snow and ice, resulting in sheets of dangerous ice sliding off the roof, blocking exit doors and crushing a light fixture mounted on the front of the building. This ice also has the potential of causing bodily harm. Joyce spoke with contractor Frank Blakeslee who installed the replacement roof on the old section of the FSC. Frank obtained a sample of an ice clip that could be installed in the valleys of the corrugated roofing to prevent the sliding ice from leaving the roof. Estimates for the cost of materials is \$1,000, labor \$500. Moved by Bendoraitis, seconded by Okonuk to authorize the expenditure of up to \$1,500 from the TIP account, non-discretionary, buildings and grounds, for the purchase and installation of ice clips on the entire FSC roof. Vote: yes, (2) Okonuk/Bendoraitis abstain, (1) Blakeslee Motion carried.

5.11 Resignations from Commissions/Committees – Acted upon above.

5.12 Appointments/Re-appointments to Commissions/Committees – Acted upon above.

6.0 Financial Report Update

Okonuk distributed the Selectmen budget worksheets and the YTD expense detail reports for all the Selectmen budgets. These may be reviewed by Selectmen prior to budget workshop meetings.

7.0 Tax Refunds

None

8.0 Public Forum

None

9.0 Moved by Bendoraitis, seconded by Blakeslee to adjourn the meeting at 5:04 PM. Vote: yes, unanimous.

Respectfully Submitted,

Joyce R. Okonuk
First Selectman