

Board of Selectmen
Special Meeting
Tuesday, November 20, 2007 - 12:00 noon
Lebanon Town Hall - Upstairs Conference Room

MINUTES

1.0 The meeting was called to order at 12:01PM by First Selectman Joyce Okonuk. Selectmen John Bendoraitis and Russ Blakeslee were present. Audience: 1
Moved by Bendoraitis, seconded by Blakeslee to change the order of the agenda to take up item 3.0 next. Vote: yes, unanimous

3.0 Robert Tierney, Lighting Consultant with Apex Lighting Solutions was invited to the meeting to discuss lighting options for the Town Hall Parking Lot Project. Rob detailed night sky protection options, provided catalogues from which the Selectmen could select the fixtures and lamp poles, and detailed an overlay that described the optimum location for fixtures that would provide the safety lighting needed using the fewest number of poles. Much discussion ensued. Moved by Bendoraitis, seconded by Blakeslee, to authorize the First Selectman to proceed with the exterior lighting order for the Town Hall project, as determined in the meeting, costs of lighting and labor not to exceed \$14,000. Vote: yes, unanimous.

2.0 Liz Charron, Chair of the Bd of Finance, joined the meeting at 12:30 PM. New job descriptions for the Finance Office staff were discussed. The First Selectman will re-draft descriptions and bring back to group at future meeting. The concept of the re-write would be to create a full-time Bookkeeper position that will be responsible for all accounts receivable, payable, payroll and day-to-day operations within the Finance Department. The Bookkeeper would work under the supervision of a part-time Accountant that would be responsible for all high-level accounting duties including posting of accounts, journal entries and transfers, bank reconciliations, and all budget and audit responsibilities.

John Bendoraitis left the meeting at 2:15 PM.

4.0 The First Selectman presented three projects included in the Regional Performance Incentive Program – an initiative offered by the Office of Policy and Management to all Ct. Councils of Government. In order for the Windham Council of Governments (WINCOG) to participate in these grant opportunities, all nine towns in the WINCOG must bring the grant requests to Town Meeting, asking approval to have the respective First Selectmen sign the Resolution required to participate in the regional program. The three programs include funds for a regional GIS & Cadastral Data Center, regional Economic Development Initiative, and regional trail maintenance equipment. Funding is for one year. Moved by Blakeslee, seconded by Okonuk to recommend to Town Meeting they authorize the First Selectman to sign all documents and agreements necessary to allow the Town of Lebanon to participate in the WINCOG Regional Performance Incentive Program. Vote: yes, unanimous

5.0 Moved by Blakeslee, seconded by Okonuk to call a Special Town Meeting on December 10, 2007 at 7:30 PM. Vote: yes, unanimous

6.0 Moved by Okonuk, seconded by Blakeslee to adjourn the meeting at 2:55 PM. Vote: yes, unanimous.

Respectfully Submitted,

Joyce R. Okonuk, First Selectman