

Board of Selectmen
SPECIAL MEETING

January 18, 2007 - 10:30 AM

Lebanon Town Hall
Upstairs Conference Room

MINUTES

- 1.0 Meeting was called to order by First Selectman Joyce Okonuk at 10:47 AM. Selectmen John Bendoraitis and Russ Blakeslee were present. The Head Librarian, Julie Culp and Town Accountant Barbara Griffin joined the meeting at 11:45 AM.
- 2.0 The Selectmen were given the proposed agreement between the Lebanon Volunteer Fire Department and the Town of Lebanon for Basic Life Support (BSL) and Advanced Life Support (ALS) services and billing and will discuss at a future meeting.
- 3.0 The Selectmen discussed the procedure for completing and filing 1099 forms on town contractors with Culp and Griffin. Moved by Bendoraitis, seconded by Blakeslee to direct the Town Accountant to prepare and submit the 1099 form for the cleaning service at the library, using the Town of Lebanon's tax ID number, for calendar year 2006. Vote: yes, unanimous. Being aware that the process of identifying a contractor from an employee is of key importance to the Town Accountant, Griffin will meet with the Selectmen to review the IRS criteria for establishing a contractor vs an employee. At such time, all employees with contractor status in question will be reviewed and a determination made based on IRS standards.
- 4.0 The First Selectman will ask Pioneer Woodworking if the quote presented includes the cost of ramp installation and if the price is still valid as the quote was dated nearly one year ago. This item will be added to the next agenda for action.
- 5.0 Lebanon Fire Marshal Scott Schuett had provided the Selectmen with a written request to increase the annual Fire Marshal wage following a comparison with the wages of other part-time Fire Marshals in neighboring and similar sized communities. He also asked that the Deputy Fire Marshal be paid a small stipend as he presently receives no compensation. Selectmen reviewed Schuett's report as well as the newest CCM Salary Survey of similar sized towns and determined that the Fire Marshal's wage was under-funded. Realizing the budget impact of raising the wage to a median range, it was determined to make a yearly review and adjustment until the wage met the desired rate. Moved by Bendoraitis, seconded by Blakeslee to increase the annual salary of the Fire Marshal to \$9,500 and to initiate a yearly salary of \$1,500 for the Deputy Fire Marshal, effective 7/1/07. Vote: yes, unanimous.
- 6.0 There was no action taken on this item – will be added to future agenda.
- 7.0 Selectmen continued to review the 2007 budget.
- 8.0 Selectmen briefly reviewed a proposed step grid-- will continue at a future meeting.
- 9.0 Moved by Bendoraitis, seconded by Blakeslee to adjourn the meeting at 12:50 PM. Vote: yes, unanimous.

Respectfully submitted,

Joyce R. Okonuk
First Selectman