

**Board of Selectmen  
Special Meeting  
August 11, 2020 — 5:00 PM  
TOWN HALL & TELECONFERENCE  
MINUTES**

**Members Present:** First Selectman Kevin Cwikla and Selectman Kathleen Smith

**Others Present:** Phil Chester (Town Planner); Jay Tuttle (Highway Foreman); Jason Nowosad (Facilities Director); Valerie Belles (Senior Accountant); Bernard Dennler (Administrative Assistant/Teleconference Host) Gene Davies (Executive Director, CTCR&D)

**1.0 Call to Order**

K. Cwikla called the meeting to order at 5:03 PM.

**2.0 Public Forum**

There was no public comment.

**3.0 Correspondence**

**3.1 Monthly Letter from Troop K**

The Selectmen reviewed the letter.

**3.2 Police Activity Report**

The Selectmen reviewed the letter.

**4.0 Financials**

**4.1 Monthly budget reports**

V. Belles reviewed the pre-audit final reports from FY19-20. K. Smith noted that the Town Clerk was over by slightly one percent. V. Belles said it was due to the way payroll fell this year. The Board of Finance is aware. Legal and Burning Official accounts were also over, but these were previously discussed.

They also reviewed the July reports as the first month of FY20-21.

**5.0 Consent Agenda**

*K. Smith MOVED to approve the Consent Agenda as presented:*

**5.1 Approval of Minutes**

*Approve the following minutes:*

- a. Minutes of the July 29, 2020 Special Meeting*

**5.2 Approval of Tax Refunds**

<i>Jennifer Cook</i>	<i>\$38.07</i>
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**5.3 Reissue resolution authorizing First Selectman to sign DEHMS EMPG grant (included as Attachment A to these minutes)**

*K. Cwikla SECONDED.*

MOTION CARRIED 2:0

**6.0 New Business**

**Discuss and act upon:**

**6.1 Recommendation by the Conservation and Agriculture Commission to allocate \$5,000.00 from the Open Space Account to CT RC&D Council as a match for farmland preservation purposes**

P. Chester said RC&D had submitted a grant to the Department of Agriculture as a Farm Viability Grant for \$38,000 and was looking \$5,000 in matching funds from the Town to pay for administrative costs. The grant would look at two properties in Town for farmland preservation with a goal of securing affordable farm housing and may include an education initiative. K. Smith asked about a timespan. P. Chester said it would be no more than two years. Funds would come from the Open Space Account which already has over \$130,000 in unallocated funds.

*K. Smith MOVED to allocate \$5,000.00 from the Open Space Account to CT RC&D Council as a match for farmland preservation purposes. K. Cwikla SECONDED.*

MOTION CARRIED 2:0

**6.2 Recommendation by the Conservation and Agriculture Commission to allocate \$12,000.00 from the Open Space Account for farmland preservation appraisals for the 301-acre Krause Farm, Krause & Village Hill Roads as a match for Dept. of Agriculture funding**

P. Chester said the Krauses approached the Town requesting assistance preserving the Town. He said usually the Town only does two farmland preservation appraisals, but he said CT RC&D was considering using part of the land and they could end up doing three or four appraisals if the land gets split.

Gene Davies, Executive Director of Connecticut Research Conservation and Development, stated that their primary goal is to support the Town of Lebanon in whatever the Town's goals end up being for the project. She said RC&D will be flexible and their goal is to serve the client.

*K. Smith MOVED to allocate up \$12,000.00 from the Open Space Account for farmland preservation appraisals for the 301-acre Krause Farm, Krause and Village Hill Roads as a match for Department of Agriculture funding.*

MOTION CARRIED 2:0

**6.3 Allocation of \$4,000.00 from the Open Space Account to conduct a farmland preservation appraisal for the 94-acre Dearborn property at 150 Exeter Road as a match for Dept. of Agriculture farmland preservation funding**

P. Chester said the previous administration approved two appraisals and an offer was made and accepted. Due to lag between the first appraisals and the closing, an additional farmland preservation appraisal is necessary before it can be closed.

*K. Smith MOVED to allocate \$4,000.00 from the Open Space Account to conduct a farmland preservation appraisal for the 94-acre Dearborn property at 150 Exeter Road. K. Cwikla SECONDED.*

MOTION CARRIED 2:0

**6.4 Acceptance of \$5,000.00 grant for an Affordable Housing Plan, resolution for CT Dept. of Housing, and MOU with SCCOG for Plan preparation**

P. Chester stated towns in the state must adopt an affordable housing plan by 2022 to be updated every five years. He said the Town has applied for and offered grant funds for the development of the plan by SCCOG. The MOU states the Town will pay SCCOG assuming grant funds are received upfront by the state.

*K. Smith MOVED to accept the \$5,000.00 grant from the CT Department of Housing, to authorize the related resolution (included as Attachment B to these Minutes) and authorize the First Selectman to sign the MOU with SCCOG for Plan preparation. K. Cwikla SECONDED.*

MOTION CARRIED 2:0

**6.5 DPW roadside mower repairs**

J. Tuttle said two mowers were down, but repairs were almost complete on one. He did not have final quotes for the work.

NO ACTION TAKEN

**6.6 Balance of FY19/20 Snow Budget**

J. Tuttle stated there was a surplus in the FY19/20 snow budget of close to \$30,000. V. Belles confirmed it was \$29,559 as of the June 30 budget report. J. Tuttle requested the Selectmen ask the Board of Finance hold the money in the snow account or allocate the surplus to the outstanding repairs for a truck.

**6.7 Possible future purchase of replacement road grader**

J. Tuttle said he had been continuing the search for a road grader. He said there is one currently available. He said the Boards need to be ready and to set a budget so they can be ready to act as they become available. He suggested getting approval from the Board of Finance to set aside \$85,000 for the purchase that meets the criteria for the town.

NO ACTION TAKEN

**6.8 Repairs to DPW building**

J. Nowosad said there are electrical problems at the DPW that need to be addressed. He said there are not quotes yet. He said there are a number of other issues that he would prefer to discuss by doing a tour of the DPW with the Selectmen first. K. Cwikla agreed to table the discussion until they do a visual walkthrough.

NO ACTION TAKEN

**6.9 Prioritizing Surplus Budget Funds**

The Selectmen and J. Tuttle discussed the need for more proactive tree removal following Tropical Storm Isaias. K. Smith said the priorities for the FY19-20 surplus as previously discussed should be the purchase of a road grader, paving of the municipal side of the Fire Safety Complex, and funding tree removal. The Selectmen and J. Tuttle discussed other possible expenses such as a chipper or

chip box, paving at the Senior Center, and road work. The Selectmen agreed to send a list of priorities to the Board of Finance before the next regular BOF meeting.

NO ACTION TAKEN

**7.0 Old Business**

**Discuss and act upon:**

**7.1 Verizon Cell Tower Update**

K. Cwikla said he recently visited the tower and construction is progressing.

NO ACTION TAKEN

**7.2 Road and Bridge Update**

K. Cwikla said work is progressing on the Goshen and Chappell Road projects. A contract has been signed for Smith Road and equipment has been mobilized to the site.

NO ACTION TAKEN

**7.3 COVID19 Operations Update**

K. Cwikla said there have been no new documented cases in Lebanon recently. K. Smith asked how much money is left in the fund created by Board of Finance. V. Belles said she would forward the most recent number to the Board of Selectmen.

NO ACTION TAKEN

**8.0 Approval of Minutes**

- a. Minutes of the July 14, 2020 Regular Meeting

*K. Smith MOVED to approve the Minutes of the July 14, 2020 Regular Meeting. K. Cwikla SECONDED.*

MOTION CARRIED 2:0

**9.0 Executive Session**

K. Cwikla stated the teleconference meeting would adjourn for an Executive Session at 5:45 PM. G. Coutu was unavailable. K. Cwikla and K. Smith agreed not to hold the Executive Session without him. No executive session was held.

**10.0 Adjournment**

The meeting adjourned at 5:45 PM.

Respectfully submitted,  
Kevin T. Cwikla  
First Selectman

**SECTION C. AUTHORIZING RESOLUTION**

All Forms Must Be Original - Copies Will Not Be Accepted

This Blanket Resolution Can Also Be Used to Satisfy the Requirements of the Homeland Security Grant Program

**AUTHORIZING RESOLUTION OF THE**

LEBANON, CT BOARD OF SELECTMEN

*(Insert name of governing body--for example, town council)*

**CERTIFICATION:**

I, MARY ELLEN WIECZOREK, the TOWN CLERK of LEBANON,  
*(keeper of the records--for ex. town clerk or secretary of council)*

do hereby certify that the following is a true and correct copy of a resolution adopted by  
BOARD OF SELECTMEN at its duly called and held meeting on August 11, 2020,  
*(name of governing body)* *(Month, Day)*

at which a quorum was present and acting throughout, and that the resolution has not been modified,  
rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the BOARD OF SELECTMEN may enter into with and deliver  
*(name of governing body)*

to the State of Connecticut Department of Emergency Services and Public Protection, Division of  
Emergency Management and Homeland Security, any and all documents which it deems to be  
necessary or appropriate; and

FURTHER RESOLVED, that KEVIN CWIKLA, as FIRST SELECTMAN of  
*(name and title of officer)*

TOWN OF LEBANON,  
*(Name of governing body)*

is authorized and directed to execute and deliver any and all documents on behalf of the  
BOARD OF SELECTMEN

*(name of governing body)*  
and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry  
out the terms of such documents.

The undersigned further certifies that KEVIN CWIKLA  
*(name of officer)*

now holds the office of FIRST SELECTMAN and that he/she has held that office since  
11/19/19.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 11<sup>th</sup> day of

August 2020

Mary Ellen Wieczorek  
*(Name and title of record keeper)*  
Mary Ellen Wieczorek, Town Clerk

The Chief Executive Officer has not changed since the  
previous resolution was authorized on 08/11/2020  
*(Date)*



STATE OF CONNECTICUT  
 DEPARTMENT OF HOUSING  
 (AN EQUAL OPPORTUNITY EMPLOYER)  
**CERTIFIED RESOLUTION OF THE GOVERNING BODY**

**CERTIFICATION<sup>1</sup>**

I, Mary Ellen Wiecezorek, Town Clerk, certify that below is a true and correct copy of a resolution  
(Name of Official) (Title of Official)  
 duly adopted by the City/Town of Lebanon at a meeting of its Board of Selectmen  
(Governing Body)  
 duly convened on August 11, 2020 and which has not been rescinded or modified in any way whatsoever and  
(Meeting Date)  
 is at present in full force and effect.  
08/17/2020 Mary Ellen Wiecezorek, Town Clerk  
(Date) (Signature and Title of Official)

SEAL

**RESOLUTION<sup>2</sup>**

**WHEREAS**, pursuant to Connecticut General Statute Section \_\_\_\_\_, the State of Connecticut Department of Housing is authorized to extend financial assistance to a municipality for DOH Affordable Housing Grant; and

**WHEREAS**, it is desirable and in the public interest that the Town of Lebanon (hereinafter, the "Municipality") make an application to the State for funding DOH Affordable Housing Plan Grant pursuant to Connecticut General Statute and to execute an Assistance Agreement for such purpose.

**NOW, THEREFORE, BE IT RESOLVED BY THE**

LEBANON BOARD OF SELECTMEN  
(Municipal Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by the Connecticut General Statutes and
2. That the filing of applications for Connecticut Affordable Housing Plan by the Town of Lebanon is hereby approved and that

Lebanon First Selectman Kevin T. Cwikla

(Title and Name of Authorized Signatory for the Master Assistance Agreement)

is directed to execute and file such applications with the State of Connecticut Department of Housing, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town of Lebanon.

<sup>1</sup> The Official who is named in and signs the Certification (typically the Town Clerk or Secretary) cannot be the same individual who is named in the Resolution as the Authorized Signatory for the Master Assistance Agreement (typically the Mayor or First Selectman).

<sup>2</sup> Attach a copy of the applicable page(s) of the municipal charter or other municipal governance document(s) which show that the Authorized Signatory named in the Resolution is authorized to enter into contracts/sign documents on behalf of the City/Town.