

**Board of Selectmen
Special Meeting
September 29, 2020 — 5:30 PM
TOWN HALL
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith, Glen Coutu (joined at DPW), Robin Chesmer, and Betsy Petrie-McComber

Others Present: Bernard Dennler (Administrative Assistant); Jay Tuttle (Highway Foreman)

1.0 Call to Order

First Selectman K. Cwikla called the meeting to order at 5:30 PM at the Town Hall conference room. No attendees from the public were present. The Selectmen agreed to reconvene at the Public Works Garage.

2.0 Walkthrough of the Department of Public Works Garage

The Selectmen met Highway Foreman J. Tuttle at the Department of Public Works Garage. G. Coutu joined the meeting at this point. J. Tuttle led the Selectmen on a tour of the facility. The group walked around the Truck Garage exterior. They observed the building blocks with significant degradation in spots. The Selectmen toured the wash bay and garage interior. J. Tuttle explained the washbay procedures and noted that DEEP now requires they treat the solids as a “regulated material” and cannot be mixed with street sweepings. He showed them the 55-gallon drums the solids are kept in for proper disposal. He said the cost is around \$20,000 although this is the first year this has been required.

The Selectmen toured the inside of the truck garage and the service garage. J. Tuttle showed them locations where the buildings leak severely. Water damage was visible in corners. He also discussed electrical issues, including a grounding problem. He said there have been two lightning strikes this year which damaged the fuel master system. He said he also personally saw an electrical arc from one of the strikes in the building by the furnace this year. The Selectmen agreed to leave the facility and reconvene at the Old Fire House at 6:05 PM.

3.0 Walkthrough of the Old Firehouse

The Selectmen reconvened at the Old Fire House at 6:10 PM. They walked through the downstairs and then the upstairs. They viewed equipment and other materials being kept inside. They discussed the difficulties the Town would face if they chose to restore the building. They left the facility at 6:25 PM and agreed to reconvene at Town Hall.

4.0 Return to Town Hall

The Selectmen reconvened at Town Hall in the conference room at 6:30 PM.

5.0 Discuss and Act Upon: Approving a Job Description for a Director of Public Works & Facilities

K. Cwikla stated there will be a vacancy in the position of Facilities Director. He said the biggest liability for the Town in his opinion is the lack of expert oversight and planning in Public Works.

Public Works is the biggest expense for the Town outside of the Board of Education budget. He said expertise and planning can help drive savings long term in Public Works and maintenance/operation of Town buildings and grounds. He said projects are being left on the backburner and Selectmen's directives have not been met on some tasks for years. G. Coutu agreed and noted long-delayed paving work at the Senior Center.

B. Petrie said the previous Public Works Director resigned in the first few weeks of her term as First Selectman. The position was never filled. She said that was a mistake and she fully supports restoring the position in some form. The Selectmen have "no choice" but to move forward, she added. G. Coutu said he was not in favor of this previously, but he said he has come around and now supports it with some reservations. He discussed concerns about the implications on staff size at the Department.

The Selectmen reviewed a proposed job description. Administrative Assistant B. Dennler said it had been produced by combining the previously approved job descriptions for Director of Public Works/Town Engineer and the Facilities Director. G. Coutu and the Selectmen discussed whether to require a CDL for the individual. B. Petrie and R. Chesmer expressed concerns about putting too much on one employee.

B. Petrie asked that the job description clarify that this is an exempt position. R. Chesmer asked that some language be made more consistent and to refer to the position as "The Director" instead of "the employee" or "the individual" throughout. He asked that the Knowledge/Abilities/Skills section be separated out and suggested rephrasing the "Working Conditions" section. The Selectmen discussed the need to clarify the kind of office setting. B. Petrie passed out a job description for a similar position that was recently approved in the Town of Columbia.

The Selectmen asked B. Dennler make the discussed changes and to send out a template to all of the Selectmen before the weekend so it can be discussed and finalized at the next Board of Selectmen meeting. They agreed not to post the position until the job description is finalized.

NO ACTION TAKEN

6.0 Discuss and Act Upon: Hiring of Temporary Part-Time Door 'Greeters' for COVID19 Compliance

K. Cwikla said there is a need to hire for two temporary part-time door 'greeters' who would be responsible for maintaining the state-required contact tracing logs and directing visitors to appropriate offices. B. Petrie asked about the current capacity. K. Cwikla said each office was currently being limited to one visitor at a time. He said there is not room for people to queue in the hallway which is expected to be a significant problem especially as the tax deferment program expires and as absentee ballots go out and come back in.

K. Smith asked if there would be two greeters at once for each door or just one. K. Cwikla clarified it would be one greeter for the building and the two part-time staff members would split the shifts

for the week. He said it would be a minimum wage position. He said they would also sort mail and clean the entrance area among other tasks during downtime.

G. Coutu asked about Town Hall cleaning procedures and if the expectation from staff was for this person to clean parts of Town Hall besides the entry area. K. Cwikla said no.

B. Petrie asked if this would be reimbursed by FEMA. B. Dennler said the Town would go out for reimbursement under COVID19 eligible programs. He explained the process is to apply through FEMA first and the State says they will pick up what FEMA does not cover. He cautioned the process is brand new.

B. Petrie-McComber MOVED to hire Maureen McCall as a part-time temporary Town Hall door greeter at a rate of \$12.00 per hour, effective October 1, 2020. K. Smith SECONDED.

MOTION CARRIED 5:0

B. Petrie-McComber MOVED to hire Katie Pomerleau as a part-time temporary Town Hall door greeter at a rate of \$12.00 per hour, effective October 1, 2020. K. Smith SECONDED.

MOTION CARRIED 5:0

7.0 Discuss and Act Upon: Hiring a Youth Services Librarian

K. Cwikla said there is a vacancy due to the resignation of a Youth Services Librarian. It is a union position. The Library Board of Trustees forwarded the recommendation of a candidate to the Board of Selectmen for approval.

B. Petrie-McComber MOVED to hire Margaret A.H. Gaier as a Youth Services Librarian at a starting wage of \$22.91, per the union contract. K. Smith SECONDED.

MOTION CARRIED 5:0

8.0 Discuss and Act Upon: Approving a Proclamation in Honor of John Lyon

B. Petrie-McComber MOVED to approve a proclamation in honor of John Lyon, included as Attachment A to these Minutes. K. Smith SECONDED.

MOTION CARRIED 5:0

9.0 Adjourn

The meeting adjourned at 7:48 PM.

Respectfully submitted,

Bernard W. Dennler III

Administrative Assistant

A Proclamation **by the Lebanon Board of Selectmen**

- Whereas:** John Lyon joined Lebanon Volunteer Fire Department in 1977 as a cadet at the age of 16 following in the footsteps of his grandfather who served in the Bedford, MA Fire Department and his father who served in both the Muddy Brook Fire Department and Lebanon Volunteer Fire Department;
- Whereas:** John served in many positions over his 43-year career in the fire service, including a Fire Police member and Fire Police captain and member of the Tri-County Fire Police;
- Whereas:** John served as President of the Department for six years, as Deputy Chief from 2005-2008, and as Chief from 2008-2020;
- Whereas:** John also served as the Vice President of the Willimantic Fire Chiefs Switchboard Association and was actively involved in the New London County Fire Chiefs Association;
- Whereas:** John oversaw the purchases of numerous pieces of essential fire and rescue equipment over the course of his tenure including the ambulance, the ladder truck(s), rescue truck, boat, and UTV;
- Whereas:** John has been a consistent advocate for firefighter safety and was instrumental in ensuring that apparatus contained AEDs for use on any scene;
- Whereas:** John has sacrificed time and energy, and risked his own safety over the course of his volunteer service to the Lebanon Volunteer Fire Department, protecting the lives and property of Lebanon residents and visitors as well as the lives and properties of those in surrounding communities;
- Therefore:** We, the Board of Selectmen of the Town of Lebanon, do hereby applaud and honor the accomplishments and service to the Town of Lebanon by John Lyon in his many roles through the Lebanon Volunteer Fire Department.
- In witness
thereof:** **We have hereunto set our hands and caused the seal of Lebanon to be
affixed this 29th Day of September 2020.**