

**Board of Selectmen  
Special Meeting  
Zoom and Town Hall  
May 26, 2022 — 4:00 PM  
MINUTES**

**Members Present:** First Selectman Kevin Cwikla, Selectmen Kathleen Smith, Robin Chesmer, and Mark Decaprio

**Others Present:** Ryan DelMastro (Novus Insight); Hayley Wagner (Finance Director); Phil Chester (Town Planner); and Bernard Dennler (Office Manager)

**1.0 Call to Order**

K. Cwikla called the meeting to order at 4:00 PM.

**2.0 Discuss and act upon VOIP agreement and use of ARPA funds**

R. DelMastro presented a quote for voice-over IP systems to replace the existing traditional phone systems at Town Hall and the Fire Safety Complex. B. Dennler said the quotes were developed using estimates from Spectrum of existing phone use. Based on those estimates, the total bills for phone and internet under a VOIP system with the pending fiber install should not be greater than the current combined plan from Spectrum.

*K. Smith MOVED to authorize the First Selectman to sign the agreement with Novus Insight for VOIP installation at the Town Hall with one-time fees to be paid for using funds from ARPA. K. Cwikla SECONDED.*  
MOTION CARRIED 4:0

**3.0 Discuss and act upon approval of Affordable Housing Plan**

P. Chester discussed the state-mandated Affordable Housing Plan developed by SECCOG at the request of the Town. BOS previously reviewed the plan and asked Planning and Zoning to provide recommended changes. The Selectmen and P. Chester discussed two changes:

Bullet under “Expand the capacity of the municipality to support ongoing housing initiatives”: Change the word “Create” to read “Consider creating ...”.

Second bullet under “Support First-Time Home-Ownership and Aging-In-Place”: Change the word “Apply” to read “Consider applying ...”.

*K. Smith MOVED to approve the Affordable Housing Plan as amended. K. Cwikla SECONDED.*  
MOTION CARRIED 4:0

**4.0 Discuss and act upon appointment of members to the Charter Revision Commission**

K. Cwikla said seven residents had expressed interest in joining the Charter Revision Commission including residents who had served on previous Charter Commissions for the Town. B. Dennler reviewed the requirements that the commission include between five and fifteen members, with no more than a bare majority from one political party, and less than one-third as public office holders in the municipality. Only two individuals of the seven to be appointed, Keith LaPorte and Michael Nintean, are current office holders.

*K. Smith MOVED to appoint Karen Buffkin (D), Keith LaPorte (D), Paula McDowell (D), Michael Nintean (R), Sandra Tremblay (R), Harold Nelson (R), and Suzanne Gilleese (U) to a Charter Revision Commission with a draft report due to the Board of Selectmen by April 1, 2023. M. DeCaprio SECONDED.*

MOTION CARRIED 4:0

**5.0 Discuss and act upon appointment to the Bozrah Light and Power Commission**

The Selectmen discussed an appointment to fill the vacancy on the Bozrah Light and Power Commission.

*K. Smith MOVED to appoint Kieran Flannery as the representative to the Bozrah Light and Power Commission. K. Cwikla SECONDED.*

MOTION CARRIED 4:0

**6.0 Discuss and act upon appointment to fill vacancy on Board of Education**

K. Cwikla said he received the recommendation from the RTC to appoint Brian Greene to fill the Republican-held vacancy on the Board of Education.

*M. DeCaprio MOVED to appoint Brian Greene (R) to the Board of Education with a term to expire November 20, 2023. K. Smith SECONDED.*

MOTION CARRIED 4:0

**7.0 Discuss and act upon resignation of Deborah Martin as assistant town clerk effective May 31, 2022**

*K. Smith MOVED to accept the resignation of Deborah Martin as Assistant Town Clerk with regret, effective May 31, 2022. K. Cwikla SECONDED.*

MOTION CARRIED 4:0

**8.0 Discuss and act upon hire of a bookkeeper/accounting specialist**

*K. Smith MOVED to hire Deborah Martin as bookkeeper/accounting specialist per the CSEA/SEIU Local 2001 Town Hall Employees Union Contract effective May 31, 2022. M. DeCaprio SECONDED.*

MOTION CARRIED 4:0

**9.0 Executive Session: Lebanon Green Litigation/Attorney-Client Communication**

No executive session was held.

**10.0 Adjourn**

The meeting adjourned at 4:23 PM.

Respectfully submitted,

Bernard W. Dennler

Office Manager to the First Selectman