

**Board of Selectmen
Special Meeting
November 15, 2022 — 5:00 PM
Zoom and Town Hall
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith, Robin Chesmer, Betsy Petrie-McComber, and Mark DeCaprio

Others Present: Hayley Wagner (Finance Director); Jay Schall (LVFD Chief); Dean Hunniford (Director of Public Works and Facilities); Tom Meyer (Cemetery Commission); Darcy Battye (Senior Center Director); Bernard Dennler (Office Manager to the First Selectman)

1.0 Call to Order

K. Cwikla called the meeting to order at 5:00 PM.

2.0 Public Forum

There were no public comments.

3.0 Correspondence

3.1 Letter of resignation from Gregg Arndt, highway maintainer

The Selectmen reviewed the correspondence and reply from the First Selectman.

4.0 Department Reports

4.1 Finance Department

H. Wagner stated the Elections Department and Police Department are both likely to be over budget. Computer Services may end up over budget due to several ongoing projects that are underway. B. Dennler said some services are overlapping as the town transitions between them so costs should stabilize some in the next few months. H. Wagner said the town is unlikely to use the \$15,000 appropriated by Board of Finance under the Insurance Department for a cyber policy this year as the town is still moving toward compliance to qualify. B. Dennler said the changes in Computer Services are necessary to bring the Town toward compliance. H. Wagner reported she is investigating the town's policy and procedure for vehicle leases due to a question regarding how a quote will be approved.

4.2 Fire Department

J. Schall reported the LVFD has hired an administrative assistant. There were 54 incidents in October. 24 percent were fire-related, including one structure fire response. 76 percent were EMS-related. The compressor was installed as part of the SCBA upgrade project.

J. Schall also reported that LVFD Maggie McCaw passed away unexpectedly. She was the first female member of the department and remained a member until her death. He thanked the Lebanon's mutual aid partners who provided coverage for Lebanon during the funeral services.

He congratulated M. DeCaprio as Lebanon's new state representative for the 48th district.

4.3 Public Works Department

D. Hunniford reported they are preparing for winter, including a possible storm overnight. Tree removal, swale cleaning, and roadside mowing are continuing.

5.0 Consent Agenda

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

5.1 Approval of Tax Refunds

2021-03-58305	Ally Financial	\$762.09
2020-01-00410	Edward Branciforte	\$75.15
2021-03-52364	Edgar Anthony/Executor	\$156.90
2019-02-40161	Garrison Remodeling LLC	\$9.51
2021-02-40200	Garrison Remodeling LLC	\$3.26
2021-03-53829	Jarvis John	\$105.23
2021-03-53985	JP Morgan Chase	\$475.38
2021-03-54645	Allison Lenkiewicz	\$6.13
2020-03-55395	David Morgan	\$11.97
2021-03-56024	Patrick Paradis	\$31.61
2021-03-58100	Toyota Lease Trust	\$256.22
2021-03-58101	Toyota Lease Trust	\$406.41
2020-03-58372	Alexander Wesolowski	\$77.02
2021-03-58823	Richard Zelles	\$50.00
2021-03-53669	Joseph Hurst	\$6.61
2020-03-57912	Toyota Lease Trust	\$444.20
2020-03-57928	Toyota Lease Trust	\$179.29

Total	\$ 3056.98
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5.2 Approval of Minutes

a. *Minutes of October 26, 2022 Special Meeting*

b. *Minutes of October 28, 2022 Special Meeting*

5.3 *Appointment of Alan Dunnack (D) as an alternate to the Board of Finance with a term to expire 11/20/2023*

5.4 *Resignation of Gregg Arndt as a highway maintainer, effective November 18, 2022*

5.5 *Resignation of Paul Spedaliere from the Board of Assessment Appeals, effective October 11, 2022*

5.6 *Resignation of Carol Morris Scata from the Solid Waste Commission, effective November 6, 2022*

5.7 *Resignation of Aline Soulor from the Recreation Commission, effective December 13, 2022*

5.8 *Hire of Jonathan Dumond as a part-time seasonal Parks and Recreation/Facilities maintainer, effective October 31, 2022*

M. DeCaprio SECONDED.

MOTION CARRIED 5:0

6.0 New Business

Discuss and act upon:

6.1 Senior Center washer/dryer request

D. Battye said they are renovating their salon. The salon workers have been bringing home laundry and would like to be able to wash it at the center. B. Petrie recommended the funds come from TIP and that the purchase be made from a local vendor rather than a box store. She also stated that possible appropriation should be raised to include the cost of installation.

B. Petrie MOVED to approve up to \$3000 from TIP for the purchase and installation of a washer-dryer at the Senior Center. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

6.2 Sale of Public Works equipment

D. Hunniford presented Public Works equipment that has been retired from use and requested permission to auction it off. B. Petrie said Public Works and the Selectman's Office should coordinate on a transparent auction process for the equipment once the BOS authorizes its disposal.

K. Smith MOVED to authorize the sale of the following Public Works equipment:

2006 John Deere 6415 Rail Mower

2001 International 4700 Bucket Truck

2004 International 7400 Dump Truck

B. Petrie SECONDED.

MOTION CARRIED 5:0

6.3 Cemetery post installation request

T. Meyer stated the Cemetery Commission is seeking funds from TIP for the installation of four granite posts at the North Lebanon Cemetery.

K. Smith MOVED to authorize up to \$900 from TIP for the installation of granite posts at the North Lebanon Cemetery scattering area. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

6.4 Jacunski Humes schematic design services proposal

B. Petrie MOVED to authorize the First Selectman to sign the Jacunski Humes schematic design services proposal with funds to come from the Public Works Building Committee. K. Smith SECONDED.

MOTION CARRIED 5:0

6.5 2023 Regular Meeting schedule

K. Smith MOVED to accept the 2023 meeting schedule as presented, included as Attachment A to these minutes. K. Cwikla SECONDED.

MOTION CARRIED 5:0

7.0 Old Business

Discuss and act upon:

7.1 Affordable Senior Housing proposal update

B. Dennler stated that the bid has been posted on LebanonCT.Gov and the DAS CTSources board. The Town Planner has also worked to notify individual developers who may have an interest. The closing date is January 30, 2023.

NO ACTION TAKEN

7.2 Corn and Hay RFP update

B. Dennler said the corn and hay bid has been posted to LebanonCT.Gov and shared on social media and in The Chronicle newspaper. The current lease-holders have also been notified.

7.3 Tree maintenance contract

D. Hunniford reported that Distinctive Tree Care is ready to begin work in January, following the appropriation of \$300,000 by Town Meeting last night. There may be some work that can be done for a few days in December. Notifications regarding temporary road closures will go out via the town website and social media.

The Selectmen discussed whether a formal contract needs to be signed. D. Hunniford said Distinctive needs a letter of intent stating that the Town will use the state bid contracts. They discussed authorizing Distinctive to perform up to \$300,000 of work. D. Hunniford said he may continue utilizing the Town's current vendor for smaller projects using the same appropriated funds. The Selectmen agreed not to specify a dollar amount and directed D. Hunniford to monitor the work to ensure that the total cost of tree removals does not exceed \$300,000.

B. Petrie MOVED to engage Distinctive Gardens and Tree Care LLC to perform tree work under state bid contracts 14PSX0006, 18PSX0124, and 17PSX0139 at the direction of the Director of Public Works. R. Chesmer SECONDED.

MOTION CARRIED 5:0

8.0 Approval of Minutes

8.1 Minutes of October 4, 2022 Regular Meeting

K. Smith MOVED to amend the minutes of October 4, 2022 to note the tax refund for Enterprise FM Trust listed as \$140.30 should be listed as \$143.30, that there was an return due to Douglas Hayes for \$46.03 due to an amended refund approved in August as a result of an outstanding balance of \$7.98, and that the minutes be approved as amended.

K. Cwikla SECONDED

MOTION CARRIED 5:0

8.2 Minutes of October 18, 2022 Tree Maintenance Subcommittee

K. Cwikla MOVED to approve the minutes of the October 18, 2022 Tree Maintenance Subcommittee. M. DeCaprio SECONDED

MOTION CARRIED 3:0

K. Smith and B. Petrie abstained

8.3 Minutes of October 18, 2022 Long Term Planning Subcommittee

K. Cwikla MOVED to approve the minutes of the October 18, 2022 Long Term Planning Subcommittee. R. Chesmer SECONDED

MOTION CARRIED 5:0

8.4 Minutes of October 25, 2022 Tree Maintenance Subcommittee

K. Cwikla MOVED to approve the minutes of the October 25, 2022 Tree Maintenance Subcommittee. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

9.0 Adjourn

Meeting adjourned at 5:58 PM.

Respectfully submitted,
Bernard W. Dennler III
Office Manager to the First Selectman

BOARD OF SELECTMEN

2023 REGULAR MEETING SCHEDULE

The Board of Selectmen meets the first Tuesday of every month in the upper level Conference Room in the Town Hall and via Zoom at 5:00 pm, unless otherwise noted.

January 10, 2023 *

February 7, 2023

March 7, 2023

April 4, 2023

May 2, 2023

June 6, 2023

July 11, 2023 *

August 8, 2023

September 12, 2023 *

October 3, 2023

November 14, 2023 *

December 5, 2023

* Second Tuesday due to conflict

Adopted by Lebanon Board of Selectmen 11/15/22

Respectfully submitted,

Kevin T. Cwikla

First Selectman