

Board of Selectmen
Special Meeting
June 20, 2023 – 4:00 PM
Town Hall Upstairs Conference Room
MINUTES

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

Others Present: Bernard Dennler (Office Manager); Hayley Wagner (Finance Director)

1. Call to Order

K. Cwikla called the meeting to order at 4:01 PM.

2. Discuss and act upon approving the FY23-24 non-union wage matrix

K. Smith MOVED to approve the FY23-24 non-union wage matrix, included as attachment A to these minutes. B. Petrie SECONDED.

The Selectmen discussed the wage matrix. Increases were determined to be in line with contracts for Town union employees except for the position of the Town Clerk which received a market adjustment and positions affected by the increase in state minimum wage such as lifeguards.

MOTION CARRIED 5:0

3. Discuss and act upon awarding a contract for cleaning services at Town Offices

The Selectmen reviewed the bids received. B. Dennler discussed the bid process. Uncle Sam's Contractors was the low bidder on Town Offices and had favorable references, including municipal references. B. Petrie emphasized the need for strong performance standards in the contract.

K. Cwikla MOVED to award the 2023-2024 contract for cleaning services at Town Offices to Uncle Sam's Contractors. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

4. Discuss and act upon awarding a contract for cleaning services at the Senior Center

The Selectmen reviewed the bids received. B. Dennler discussed the bid process. The low bidder was MetroWest Cleaning out of Marlborough, MA. B. Dennler noted the bid appeared to be submitted by the Manchester, CT branch. The bid was \$10,650. There was a favorable reference but K. Cwikla and B. Dennler were not yet able to reach the other references. These references were all for Massachusetts locations. The Selectmen discussed the second lowest bid from NuLook out of Salem, CT which was for \$11,910. The bid emphasized its close location and status as a local contractor. References were local and favorable. The Selectmen discussed the value of having a local contractor that can respond quickly to issues that could arise.

K. Smith MOVED to award the contract for the 2023-2024 cleaning services at the Lebanon Senior Center to NuLook Cleaning Service out of Salem, CT. M. DeCaprio SECONDED.

R. Chesmer requested that the minutes note the vendor was chosen based on both price and proximity.

MOTION CARRIED 5:0

5. Discuss and act upon authorizing the First Selectman to sign a Memorandum of Agreement with CSEA/SEIU Local 2001 Lebanon Town Hall Employees regarding inclusion of a Social Services Administrator

K. Cwikla presented an MOA that would introduce the Social Services Administrator to the Town Hall Employees union. B. Petrie requested that the meeting recess so that the members could participate in a non-meeting for strategy or negotiations regarding collective bargaining per CGS Sec. 1-200(2).

The meeting recessed at 4:25 upon the consensus of the members.

The meeting reconvened at 4:50 PM.

K. Smith MOVED to authorize the First Selectman to sign the Memorandum of agreement with the CSEA/SEIU Local 2001 Lebanon Town Hall Employees regarding the inclusion of a Social Services Administrator.

MOTION CARRIED 5:0

6. Adjourn

The meeting adjourned at 4:51 PM.

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

Fiscal Year 2023-2024
Non-Union Wage Matrix

	FY23 Wage Rate			FY24 Wage Rate	% inc.
Police Officer	31.42	Hourly		\$ 32.21	2.50
Public Building Open/Close	4.71	Per trip A/P CK		\$ 4.83	2.50
Fire Marshal	14,479.32	Yearly		\$ 14,841.30	2.50
Assistant Fire Marshal	2,038.11	Yearly		\$ 2,089.06	2.50
Building Official	40.00	Hourly		\$ 41.00	2.50
Lifeguard	15.00	Hourly		\$ 16.00	6.67
Water Safety Instructor	15.40	Hourly		\$ 16.50	7.14
Aquatic Director	17.85	Hourly		\$ 18.30	2.50
Sexton	428.11	Pay Period		\$ 438.81	2.50
Temporary Plow Driver (Roads)	25.76	Hourly		\$ 26.40	2.50
Temporary Plow Driver (Facilities)	20.49	Hourly		\$ 21.00	2.50
Seasonal Laborer (DPW/Rec Dept)	18.00	Hourly		\$ 18.45	2.50
Deputy Registrar	17.26	Hourly		\$ 17.69	2.50
Poll Workers	15.00	Hourly		\$ 16.00	6.67
Moderator - per Referendum	400.00	Per Referendum		\$ 400.00	
Building & Grounds Maintainer	22.00	Hourly		\$ 22.55	2.50
Clerk (Temporary)	15.00	Hourly		\$ 15.38	2.50
Administrative Clerk	20.00	Hourly		\$ 20.50	2.50
Substitute Library Aide	15.68	Hourly		\$ 16.07	2.50
Accounting Technician	24.05	Hourly		\$ 24.65	2.50
Finance Director (2)	3,730.77	Pay Period		\$ 3,824.04	2.50
Library Director (2)	34.24	Pay Period		\$ 2,692.31	2.50
DPW Director (2)	3,962.41	Pay Period		\$ 4,061.47	2.50
DPW Crew Leader (2)	31.85	Hourly		\$ 32.49	2.00
SRO (2)	2,259.45	Pay Period		\$ 2,315.94	2.50
Emer Mngmnt	139.23	Pay Period		\$ 142.71	2.50
Town Clerk (2)	2,339.28	Pay Period		\$ 2,538.12	8.50

ELECTED OFFICIALS

First Selectman	2,853.04	Pay Period		\$ 2,924.37	2.50
Treasurer	94.01	Per Month		\$ 96.36	2.50
Tax Collector	2,326.68	Pay Period		\$ 2,384.85	2.50
Registrars	351.58	Pay Period		\$ 360.37	2.50
Add'l per referendum	320.00			\$ 320.00	0.00
Add'l per referendum (municipal/pres.)	400.00			\$ 400.00	-

FOOTNOTE:

⁽²⁾ Insurance eligible position. Use effective town hall union contract to determine insurance co-share
Library Director changed from hourly to salary per pay period
Lifeguards & WSI - Rec Commission requested 16.00/16.50 per hour

Fiscal Year 2022-2023 Hourly Rates

	New Hire	6	36	60	96
	Rate	Months	Months	Months	Months
(WITH STEPS) (1)					
Tax Revenue Clerk	\$ 19.04	\$ 19.61	\$ 19.90	\$ 20.20	\$ 20.50
Assistant Tax Collector - Certified	\$ 20.18	\$ 20.79	\$ 21.10	\$ 21.42	\$ 21.74
Van Coordinator	\$ 15.68	\$ 16.15	\$ 16.39	\$ 16.64	\$ 16.89
Van Transportation Clerk	\$ 15.36	\$ 15.82	\$ 16.06	\$ 16.30	\$ 16.54
COA Van Driver	\$ 16.50	\$ 17.00	\$ 17.26	\$ 17.52	\$ 17.78
Recreation Director	\$ 19.10	\$ 19.67	\$ 19.96	\$ 20.26	\$ 20.56
SWF Coordinator	\$ 22.88	\$ 23.57	\$ 23.92	\$ 24.28	\$ 24.64
SWF Gatekeeper	\$ 18.50	\$ 19.06	\$ 19.35	\$ 19.64	\$ 19.93
SWF Materials Handler	\$ 15.63	\$ 16.10	\$ 16.34	\$ 16.59	\$ 16.84
Senior Library Aide	\$ 15.98	\$ 16.46	\$ 16.71	\$ 16.96	\$ 17.21
Library Aide	\$ 15.68	\$ 16.15	\$ 16.39	\$ 16.64	\$ 16.89
Senior Center Director (2)	\$ 21.89	\$ 22.55	\$ 22.89	\$ 23.23	\$ 23.58

Fiscal Year 2023-2024 Hourly Rates (2.5% increase)

	New Hire	6	36	60	96
	Rate	Months	Months	Months	Months
(WITH STEPS) (1)					
Tax Revenue Clerk	\$ 19.52	\$ 20.10	\$ 20.40	\$ 20.71	\$ 21.01
Assistant Tax Collector - Certified	\$ 20.68	\$ 21.31	\$ 21.63	\$ 21.96	\$ 22.28
Van Coordinator	\$ 16.07	\$ 16.55	\$ 16.80	\$ 17.06	\$ 17.31
Van Transportation Clerk	\$ 15.74	\$ 16.22	\$ 16.46	\$ 16.71	\$ 16.95
COA Van Driver	\$ 16.91	\$ 17.42	\$ 17.69	\$ 17.96	\$ 18.22
Recreation Director	\$ 19.58	\$ 20.16	\$ 20.46	\$ 20.77	\$ 21.07
SWF Coordinator	\$ 23.45	\$ 24.16	\$ 24.52	\$ 24.89	\$ 25.26
SWF Gatekeeper	\$ 18.96	\$ 19.53	\$ 19.83	\$ 20.13	\$ 20.43
SWF Materials Handler	\$ 16.02	\$ 16.50	\$ 16.75	\$ 17.00	\$ 17.26
Senior Library Aide	\$ 16.38	\$ 16.87	\$ 17.13	\$ 17.38	\$ 17.64
Library Aide	\$ 16.07	\$ 16.55	\$ 16.80	\$ 17.06	\$ 17.31
Senior Center Director (2)	\$ 22.44	\$ 23.11	\$ 23.46	\$ 23.81	\$ 24.17

⁽¹⁾ Experience as of July 1 determines position in the matrix. At anniversary, employee move to the new rate (i.e. 6 month, 3yr, 5yr, 8 yr)