

**Board of Selectmen
Special Meeting
March 7, 2019 — 3:00 PM
Town Hall
MINUTES**

Members Present: First Selectman Betsy Petrie and Selectman John Bendoraitis

Others Present: Building Official Jason Nowosad, Town Planner Philip Chester, Highway Foreman Jay Tuttle, Administrative Assistant Bernard Dennler, and Public Works Building Committee Chair Rob Cady

1.0 Call to Order

B. Petrie called the meeting to order at 3:02 PM.

2.0 Public Forum

There was no public forum.

3.0 Correspondence

3.1 Letter from Planning and Zoning Commission to Historical Society (CC: Board of Selectmen)

The Selectmen reviewed the letter.

NO ACTION TAKEN

3.2 Monthly Police Report from Troop K

The Selectmen reviewed the report.

NO ACTION TAKEN

3.3 Letter from DESPP on projected Resident Trooper costs for FY 2019/2020

B. Petrie said the letter on projected costs had been forwarded to the Finance Office. She also noted that the Lieutenant from Troop "K" who oversees Resident Troopers would be visiting the Town soon.

NO ACTION TAKEN

4.0 Consent Agenda

A Consent Agenda is presented by the Chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up immediately after the consent agenda or placed later on the agenda at the discretion of the assembly.

4.1 Appointments

- a. Appointment of Chuck Eaton to the Department of Public Works Building Committee, effective 3/8/2019
- b. Appointment of Andrew Holley as an alternate member to the Conservation and Agriculture Commission, effective 4/1/2019, term to expire 4/1/2022

4.2 Re-appointments

- a. Re-appointment of Ethan Stearns to the Conservation and Agriculture Committee, effective 4/1/2019, term to expire 4/1/2022
- b. Re-appointment of Emery Gluck to the Conservation and Agriculture Commission, effective 4/1/2019, term to expire 4/1/2022
- c. Re-appointment of Dennis Latchum to the Inland Wetlands Commission, effective 6/1/2019, term to expire 6/1/2022
- d. Re-appointment of Robert Slate to the Inland Wetlands Commission, effective 6/1/2019, term to expire 6/1/2022
- e. Re-appointment of John Drum to the Inland Wetlands Commission, effective 6/1/2019, term to expire 6/1/2022

4.3 Approval of Minutes

- a. ~~Approval of minutes for the 2/5/2019 Regular Meeting~~
- b. Approval of minutes for the 2/6/2019 Special Meeting
- c. Approval of minutes for the 2/11/2019 Special Meeting
- d. Approval of minutes for the 2/12/2019 Special Meeting
- e. Approval of minutes for the 2/19/2019 Special Meeting

4.4 Tax Refunds

John W. and Louise L. Gates	\$356.39
Phillip Pitruzzello Jr.	\$553.39
Karen L. Sylvester	\$100.90
Michael P. Ansich III and Ami L. Ansich	\$53.69
Devin M. Ladd	\$115.25
Acar Leasing LTD	\$128.03
Bradley G. Lewis	\$25.40
Joan B. and Andre D. Bourque	\$41.52
Joan B. and Andre D. Bourque	\$157.61
Randall J. and Diane M. Gallaschun	\$29.40
Handy W. James III	\$12.50
Michelle A. Kay	\$17.38
Zachary Defeo	\$162.32
Edward M. McGillicuddy	\$91.14
Edward M. McGillicuddy	\$53.16
Ronald R. Pelletier	\$9.37
Halleigh Electric	\$15.47
Martin and Janice Morganstein	\$132.30
Emillie M. and William R. Andrews	\$55.54
Walter N. and Kathleen R. Pasay	\$308.46
Honda Lease Trust	\$70.30
Michael D. Montgomery	\$220.91
Sutherland Rock Patricia Anne	\$458.19
Toyota Lease Trust	\$199.33
Toyota Lease Trust	\$162.83

Toyota Lease Trust	\$365.36
Ally Financial Inc.	\$162.35
Joan B. and Andre D. Bourque	\$28.87
John F. and Margaret M. Martinez	\$50.22
Ford Credit Personal Property	\$343.36
Ford Credit Personal Property	\$127.86
Charles Bender	\$43.22
Scott and Catherine McCall	\$18.55
Leslie Yeisley	\$6.32
Francis and Diane Malozzi	\$15.29
Janice Johnson	\$205.79
Lisa Williams	\$14.02
Mary Quigley	\$12.55
Amy McGonagle	\$11.84

- 4.5 Authorize the Selectmen to sign a proclamation declaring March 15, 2019 as “American Legion Centennial Day”**
- 4.6 Authorize the Selectmen to sign a proclamation declaring March 12, 2019 as “Girl Scout Day”**
- 4.7 Authorize First Selectman to sign contract renewal with Pitney Bowes for Town Hall postage meter**
- 4.8 Approval of Holiday Schedules**
- a. Memorial Day Parade 2019: Beginning 10:00 AM Saturday, May 25, 2019
 - b. Tree Lighting 2019: The annual tree lighting shall take place at 6:00 PM on December 1, 2019
 - c. Christmas Eve and New Year’s Eve 2019 Holiday Hours for Town Employees: Holiday hours shall begin at 11:00 AM for employees of the Department of Public Works and 12:00 PM for all other Town employees on December 24 and December 31
 - d. Earth Day 2020: Lebanon Earth Day celebrations will take place Saturday, April 25, 2020
 - e. Memorial Day Parade 2020: Beginning 10:00 AM Saturday, May 23, 2020

J. Bendoraitis requested that Item 4.3A be removed from the Consent Agenda, citing the need to amend the Minutes of the February 5, 2019 regular meeting. B. Dennler noted that since this is a special meeting, items cannot be added to the agenda. Therefore, approval of these minutes would have to wait until the April Regular Meeting.

B. Petrie struck Item 4.3A from the Consent Agenda. J. Bendoraitis MOVED to approve the Consent Agenda as amended. B. Petrie SECONDED.

MOTION CARRIED 2:0:0

5.0 New Business

Discuss and act upon:

5.1 Review of performance and goals with Building Official

B. Petrie noted that since this was a personnel discussion that the Building Official could request this be done in Executive Session. J. Nowosad declined and said it was okay to do in public session.

J. Nowosad discussed revenue for the Building Department since he was appointed in 2015 and noted that there has been an increase in inspections over the course of his term. In FY 15/16 there were 876 inspections. In FY 16/17 there were 1005 inspections. In FY 17/18 there were 954 inspections. So far in FY 18/19 there have been 578 inspections. He said he has redeveloped the applications and extended days and hours of service.

J. Bendoraitis asked about how the department monitors permit times. J. Nowosad said they issue notices about permit expirations quarterly now. B. Petrie said the department needs to come up with a better software system instead of relying on an in-house system. J. Nowosad mentioned the possibility of ViewPermit but both he and J. Bendoraitis agreed that it does not appear to be inexpensive. He said it would allow people to pull permits online.

B. Petrie also stated the job description currently used for the Building Official is out of date and should be updated.

NO ACTION TAKEN

5.2 Possible reappointment of Jason Nowosad as Building Official, term to expire 6/11/2023

Following the review, the Selectmen considered whether to reappoint the Building Official before his term expires in June. B. Petrie said the Building Official is appointed for four-year terms.

B. Petrie MOVED to reappoint Jason Nowosad as Building Official, effective June 11, 2019, with a term to expire on June 11, 2023. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:0

5.3 Quote for work on Community Center ramp

J. Nowosad provided a quote from Regan Renovations for work on the Community Center ramp which he said was in need of repairs. The quote was for \$1,680.00 but included the cost of labor only. He estimated the cost of materials at \$3,525.28. Combined, this would cost less than the \$6,000.00 budgeted for this project under TIP.

B. Petrie MOVED to authorize up to \$5,500.00 from TIP for repairs to the Community Center ramp including work by Regan Renovations. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:0

5.4 Quote for work on exterior lighting upgrade at Community Center

J. Nowosad provided a quote from Professional Electric for the replacement of lighting at the Community Center. He said this includes converting to LEDs and a computerized system for exterior lighting. He noted it would need Wi-Fi access. It also includes the installation of a motion sensor LED unit for the electrical panel room at the Community Center.

B. Petrie MOVED to authorize up to \$3,250.00 from TIP for work on an exterior lighting improvement project at the Community Center by Professional Electric. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:0

5.5 Quote for work on exterior lighting upgrade for Town Hall

J. Nowosad provided a quote from Professional Electric for the replacement of exterior lighting at Town Hall which includes a system that would utilize the Town Hall's existing Wi-Fi network.

B. Petrie MOVED to authorize up to \$4,000.00 from TIP for work on an exterior lighting improvement project at the Town Hall by Professional Electric. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:0

5.6 Potential questions for upcoming POCD survey

Town Planner P. Chester presented a question that would gauge resident interest in curbside trash pickup. He noted there have been complaints from residents over the years about individuals who opt not to do garbage pickup and whose trash ends up laying around. If the Town contracted with a provider, it could potentially secure a lower rate for residents who already get curbside pickup and would ensure that all trash in town is being picked up. The Transfer Station would still remain open.

He said there is no harm in using the POCD survey to ask residents how they feel about the subject. It would give the Board of Selectmen information on whether there is interest and support for such a concept in Lebanon.

B. Petrie MOVED to recommend to the Planning and Zoning Commission to ask the following question on the upcoming POCD resident survey: "Would you favor or oppose the town coordinating with a curbside trash provider to assure that all town residents' trash and recycling is accommodated for and paid for through local taxes? If opposed, why do you oppose the town coordinating residential trash pickup?" J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:0

5.7 Authorize the sale of all Kraft Heinz shares from the Town Endowment fund

The Board of Selectmen reviewed a memo from Edward Jones which manages the Town Endowment fund. The memo stated Kraft Heinz had been downgraded to a Sell from a Buy, citing weak earnings, an investigation into the company's accounting practices, management's lack of credibility, and a low-growth outlook.

J. Bendoraitis MOVED to sell all shares of Kraft Heinz and to invest the proceeds in Franklin U.S Government Securities. B. Petrie SECONDED.

MOTION CARRIED 2:0:0

5.8 Town computer software upgrade proposal from Novus

B. Petrie stated that she had contacted Novus, the Town's IT contractor, to evaluate which computers need to be upgraded to new software. She said Novus had already performed an inventory and evaluation of computers owned by the Town. B. Dennler mentioned that many computers are running outdated versions of Windows which could present a security concern in the long term as operating systems and browsers become unsupported. The Novus proposal would upgrade all Town computers to Windows 10.

B. Petrie MOVED to authorize the First Selectman to sign a contract in the amount of with Novus, in the amount of \$3,400.00 with funds to come from TIP, to upgrade all Town computers to Windows 10. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:0

5.9 Possible redesign and upgrades to Town website

B. Dennler discussed his concerns about the current Town website. He said the existing site is visually outdated and cluttered, making information difficult to find for residents. He said for a long time there appears to have been a habit of posting information that could have been hosted on a subpage or hidden page by scanning and posting PDFs. The site is cluttered with these PDFs which are not easily searchable. He also described his concerns regarding technical issues on the administrator's end of the website, including problems with posting documents, editing text, and posting meetings, minutes, and agendas.

B. Dennler said there are two approaches the town could take. It could upgrade the existing site with its current provider. He noted Sprague has done this recently and it has modernized the appearance of their website. The other option is to move to a new provider with a larger staff. J. Bendoraitis expressed that he likes to contract with smaller local businesses when possible but acknowledged there are advantages to having a larger provider that can escalate things further when there is a technical issue.

J. Bendoraitis suggested that if the Town does go forward with a redesign of the website, they should put together a working group so developing the site plan does not fall entirely on one person.

NO ACTION TAKEN

5.10 Proposal from CivicPlus for municipal website design and hosting

B. Dennler said he had been in contact with CivicPlus, a major provider of municipal websites, about the possibility of a redesign for Lebanon. He noted that the cost is higher than the current service but would be much more responsive and capable than the existing site. He shared the CivicPlus proposal which includes \$10,000.00 for the design of the site plus an annual service fee of \$2,500.00. He also shared links to several towns in the area including Franklin, Colchester, and Norwich that have recently upgraded their sites through CivicPlus. He noted that Lebanon's site would not necessarily have to follow these designs.

B. Petrie and J. Bendoraitis indicated they were interested in moving forward but had more questions they would like answered first. B. Dennler said he would set up a conference call with a CivicPlus representative and J. Bendoraitis said he would participate.

NO ACTION TAKEN

6.0 Old business

Discuss and act upon:

6.1 Approval of Minutes

- a. 2/15/2019 (J. Bendoraitis not present for part of meeting)

B. Petrie MOVED to approve the Minutes of the February 15, 2019 Special Meeting. J. Bendoraitis SECONDED.

MOTION CARRIED 1:0:1 with J. Bendoraitis abstaining

b. 2/26/2019 (J. Bendoraitis not present)

B. Petrie MOVED to approve the Minutes of the February 26, 2019 Special Meeting. J. Bendoraitis SECONDED.

MOTION CARRIED 1:0:1 with J. Bendoraitis abstaining

6.2 Department of Public Works garage proposal

R. Cady and J. Tuttle discussed sites for the possible Public Works garage and salt shed with the Board of Selectmen. These sites included the property near the schools which was the proposed location for the failed referendum in November and the properties at the transfer station and the fire department. The discussion focused largely on the property and plans if they were to move forward with the project at the fire department location which is across the street from the existing facility. B. Petrie and J. Bendoraitis asked for clarification on whether the plans have an appropriate buffer between the facility and any wetlands. R. Cady said that they do and reviewed site plans with the Selectmen. They also discussed including a shared wash bay for use with the Fire Department and possibly Senior Center vans if the building was constructed behind the Lebanon Volunteer Fire Department.

B. Petrie said they would need to go before the Planning and Zoning Commission for an 8-24 before the project can go forward. She said she would like to get the project on the agenda for the Annual Town Meeting in May. She recommended the Public Works Building Committee bring their new proposal before the Inland Wetlands Commission to get final approval for the project to be built at that site.

NO ACTION TAKEN

7.0 Executive Session

7.1 Executive Session per State Statutes Section 1-200(6)(B): Discussion regarding Lebanon Green Litigation/Attorney-Client Communication

There was no Executive Session held.

8.0 Adjournment

B. Petrie MOVED to adjourn the meeting at 4:54 PM. J. Bendoraitis SECONDED.

MOTION CARRIED 2:0:0

Respectfully submitted,

Bernard W. Dennler III
Administrative Assistant

A Proclamation

by the Lebanon Board of Selectmen

- Whereas: The year 2019 marks the 107th anniversary of Girl Scouts of the USA, the largest and most successful leadership program for girls in the world; and
- Whereas: Girl Scouts unleashes the G.I.R.L. (Go-getter, Innovator, Risk-taker, Leader)[™] in every girl, preparing her for a lifetime of leadership; and
- Whereas: Girl Scouts combines time-tested, research-backed methods with exciting, modern programming that speaks to today's girls and is designed to cater to the strengths of girls' leadership development; and
- Whereas: Girl Scouts offers girls 21st century programming in science, technology, engineering, and math (STEM); the outdoors; entrepreneurship; and beyond, helping girls develop invaluable life skills and take the lead early and often; and
- Whereas: As the world's premier leadership development organization for girls, Girl Scouts welcomes girls of all backgrounds and interests who want to develop the courage, confidence, and character to make the world a better place; and
- Whereas: Research shows that girls learn best in an all-girl, girl-led environment in which their specific needs are addressed and met; and
- Whereas: The Girl Scout Gold Award, the highest and most prestigious award in Girl Scouting, calls on Girl Scouts in grades 9 to 12 to take on projects that have a measurable and sustainable impact on a community by first assessing a need, designing a solution, completing a project, and inspiring others to sustain it; and
- Whereas: With more than 100 years of experience, Girl Scouts brings a wealth of knowledge to programs that deliver girls cornerstone experiences with benefits that last a lifetime; and
- Whereas: Today, more than 50 million women are Girl Scout alums, and 2.6 million girls and adults are current members.
- Therefore: We, the Board of Selectmen of the Town of Lebanon, Connecticut applaud the Girl Scout Movement and Girl Scouts of Connecticut for providing girls with a safe, inclusive, all-girl space where they can hone their skills and develop leadership abilities, and I declare the 12th of March, 2019 to be "Girl Scout Day."

In Witness Whereof, we have hereunto set our hands and caused to be affixed the official seal of Town of Lebanon Connecticut on this 7th day of March 2019.

First Selectman Betsy Petrie



Selectman Glen Coutu

Selectman John Bendoraitis

A Proclamation

by the Lebanon Board of Selectmen

- Whereas: The American Legion has been a staunch advocate for veterans and their families since 1919; and
- Whereas: The American Legion was founded on the four pillars of care for veterans, a strong national defense, Americanism, and children and youth; and
- Whereas: The American Legion has played a leading role in initiatives and breakthroughs that have affected the lives of Americans in every community, from U.S. Flag Code to the GI Bill; and
- Whereas: Lebanon Post 180 has fulfilled the Legion's mission since May 13, 1948 through programs such as Boy Scouts, American Legion Boys State & Girls State, American Legion Oratorical, American Legion Baseball, State Police Youth Week, Flag Day Celebration, Memorial Day Parade, Veterans Day Ceremony and being active in our community by sponsoring Breakfasts, Dinners and being a mainstay with the Lebanon Lions Country Fair for over 50 years; and
- Whereas: The American Legion is celebrating its centennial in 2018-2019;
- Therefore: We, the Board of Selectmen of the Town of Lebanon, Connecticut hereby proclaim March 15, 2019 as "American Legion Centennial Day."

In Witness Whereof, we have hereunto set our hands and caused to be affixed the official seal of Town of Lebanon Connecticut on this 7th day of March 2019.

First Selectman Betsy Petrie



Selectman Glen Coutu

Selectman John Bendoraitis