

Board of Selectmen  
**SPECIAL MEETING**  
June 18, 2019 – 8:00 AM  
Town Hall  
**MINUTES**

**Members Present:** First Selectman Betsy Petrie, Selectmen Glen Coutu and John Bendoraitis

**Others Present:** Highway Foreman Jay Tuttle, Town Planner Phil Chester, Facilities Director Jason Nowosad, Administrative Assistant Bernard Dennler, and Attorney Catherine Marion of Waller, Smith, and Palmer

**1.0 Call to Order**

B. Petrie called the meeting to order at 8:00 AM.

**2.0 Discuss and act upon approval of updated Van Driver job description**

B. Petrie said the Senior Center Director requested that the description be updated so future hires will be required to assist individuals in wheelchairs getting on and off the van.

*G. Coutu MOVED to approve an updated job description for Van Driver. J. Bendoraitis SECONDED.*

MOTION CARRIED 3:0:0

**3.0 Discuss and act upon approval of Proclamation declaring June 21, 2019 as Alzheimer's and Brain Awareness Day**

*G. Coutu MOVED to approve a Proclamation by the Board of Selectmen declaring June 21, 2019 as Alzheimer's and Brain Awareness Day included as an attachment to these Minutes. J. Bendoraitis MOVED.*

MOTION CARRIED 3:0:0

**4.0 Discuss and act upon award for 2019-2020 Town buildings janitorial services contract**

No discussion took place.

NO ACTION TAKEN

**5.0 Discuss and act upon quotes for improvements to DPW facility**

**5.1 Sign Shed**

*G. Coutu MOVED to approve the purchase and installation of a sign shed at the Department of Public Works facility from The Barn Yard for up to \$7,300.00 and contingent upon the approval of by relevant regulatory bodies within the town. J. Bendoraitis SECONDED.*

MOTION CARRIED 3:0:0

**5.2 Garage Doors (Safety)**

*G. Coutu MOVED to approve the removal of eight garage doors and the installation of their replacements at the Department of Public Works facility from Advanced Overhead Door for a cost of \$3,950.00.*

MOTION CARRIED 3:0:0

### **5.3 Fire alarms for north and south building (Safety)**

B. Petrie presented quotes for the addition of fire alarm, heat-rise systems at the DPW from Fire Arm Specialty which manages the fire alarms in other town buildings. The addition of these systems was recommended by the town fire marshal following an inspection of the facility.

*J. Bendoraitis MOVED to approve the purchase of a fire alarm, heat-rise system for the front building at the Department of Public Work facility for a cost of \$4,000.00 from Fire Alarm Specialty Design, Inc. G. Coutu SECONDED.*

MOTION CARRIED 3:0:0

*J. Bendoraitis MOVED to approve the purchase of a fire alarm, heat-rise system for the rear building at the Department of Public Work facility for a cost of \$4,200.00 from Fire Alarm Specialty Design, Inc. G. Coutu SECONDED.*

MOTION CARRIED 3:0:0

### **6.0 Discuss and act upon HVAC quote at Fire Safety Complex**

Facilities Director J. Nowosad said he thinks moving forward with HVAC at the FSC is a “necessity” over the long term. He discussed quotes with the Selectmen and agreed to present final proposals at the July 9 meeting.

NO ACTION TAKEN

### **7.0 Discuss and act upon HVAC quote at Town Hall**

G. Coutu asked J. Nowosad about possibilities for HVAC equipment at Town Hall. The Selectmen expressed concerns about the aesthetic of the bollards that would need to be placed around the building which exists on the Town-owned portion of the Green. J. Nowosad suggested putting them on the parking lot side of the building which he said is already not a ‘historic’ view.

NO ACTION TAKEN

### **8.0 Discuss salt storage for DPW**

Highway Foreman J. Tuttle said the salt shed is still in violation and presented plans for a shed at the existing DPW location. He said he was not ready for the Selectmen to act on it and agreed to come back for the July regular meeting.

NO ACTION TAKEN

### **9.0 Discuss and act upon improvements to Fire Safety Complex parking lot**

J. Nowosad said he was not ready to discuss this.

NO ACTION TAKEN

### **10.0 Discuss and act on feedback from the Public Hearing on the Charter**

The Selectmen discussed the results of the public hearing the previous night and their own impressions from reviewing the proposed Charter. They were joined by Catherine Marion of

Waller, Smith, and Palmer on the phone. They discussed the proposal's change of term end-dates to January for elected officials and possible implications of such a decision. Administrative Assistant B. Dennler who attended several Charter meetings said he believed their intent behind this was to ease the transition period and ensure knowledge is transferred from one iteration of the Board to the next. This led to a discussion about overlapping terms for the Board to preserve institutional knowledge without changing the term end-dates. This would not be possible with a three-member Board, so the Selectmen discussed the merits of expanding to a five-member Board.

G. Coutu left the meeting at 9:30 AM. The Selectmen also discussed the need for a proposal revision to clarify their ability to approve shared services and maintain existing contracts like the Town's animal control service through NECCOG and sanitation inspections through the Uncas Health District. They also said the Charter should make clear that the Board of Selectmen are responsible for the hiring of personnel for all non-Board of Education personnel.

*J. Bendoraitis MOVED to enter Executive Session and to invite Catherine Marion of Waller, Smith, and Palmer to participate by phone. B. Petrie SECONDED.*

MOTION CARRIED 2:0:0

#### **11.0 Executive Session**

##### **11.1 Executive Session Per State Statutes Section 1-200 (6)(B): Discussion Regarding Lebanon Green Litigation**

Executive Session began at 9:45 AM and ended at 10:50 AM with no action taken.

#### **12.0 Adjourn**

*B. Petrie MOVED to adjourn at 10:50 AM. J. Bendoraitis SECONDED.*

MOTION CARRIED 3:0:0

Respectfully Submitted,  
Bernard W. Dennler III  
Administrative Assistant

*Please see the Minutes of future meetings for any corrections hereto.*