

Board of Selectmen  
**SPECIAL MEETING**  
January 30, 2017– 3:00 PM  
Town Hall

**MINUTES**

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

**Others Present:** Finance Director Veronica Calvert, Highway Foreman Jay Tuttle, Facilities Director Jason Nowosad, and Administrative Assistant Linda McDonald

1.0 Call to Order: B. Petrie called the meeting to order at 3:04 p.m.

G. Coutu MOVED to enter Executive Session at 3:04 p.m. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

2.0 Executive Session Per Connecticut General Statutes Section 1-200(6)(A), to discuss Personnel Job Descriptions and Pay Scale for Non Union part-time employee and Administrative Assistant.

Executive Session ended at 3:21 p.m.

3.0 Possible Action on Personnel Job Descriptions and Pay Scale for non-union part-time employee and Administrative Assistant.

J. Bendoraitis MOVED to approve the modification of the salary for the Administrative Assistant at the six month rate effective 7/1/2017. B. Petrie SECONDED. MOTION CARRIED 3:0:0.

J. Bendoraitis MOVED to approve a pay rate increase to \$20.50 per hour for the Social Services Administrator effective 7/1/2017. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

4.0 Award of FY 2018 Fuel Oil, Diesel, and Mid-Grade Gasoline Supply and Delivery Contract:

G. Coutu MOVED to award the FY 2018 Fuel Oil, Diesel, and Mid-Grade Gasoline Supply and Delivery Contract to Dime Oil Company. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

5.0 Authorize the First Selectman to enter into Agreement with Fuss & O'Neill for Lebanon Landfill Monitoring Services for FY 2017-2018:

G. Coutu MOVED to authorize the First Selectman to enter into an agreement with Fuss & O'Neill for Lebanon Landfill Monitoring Services for FY 2017-2018. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

6.0 Appointment of Stephen Salisbury (D) to fill vacancy on the Board of Assessment Appeals, term ending 11/7/2017:

J. Bendoraitis MOVED to appoint Stephen Salisbury (D) to fill vacancy on the Board of Assessment Appeals, term ending 11/7/2017. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

7.0 Appointment of Daniel Moore (U) to the Jonathan Trumbull Jr House Museum Board of Trustees LLC to fill vacancy, term ending 9/15/2018:

G. Coutu MOVED to appoint Daniel Moore (U) to the Jonathan Trumbull Jr House Museum Board of Trustees LLC to fill vacancy, term ending 9/15/2018. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

8.0 Re-appointments of Howard Wayland and Robert Parker to the Cemetery Commission, terms ending 2/1/2020:

J. Bendoraitis MOVED to re-appoint Howard Wayland and Robert Parker to the Cemetery Commission, terms ending 2/1/2020. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

9.0 Appointments of Burning Official/Deputy Burning Official.

B. Petrie explained the new process from the State for training and appointment of Open Burning Officials.

J. Bendoraitis MOVED to appoint Scott Schuett as Open Burning Official for the Town of Lebanon. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

J. Bendoraitis MOVED to appoint Lee Schuett as Deputy Open Burning Official for the Town of Lebanon. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

J. Bendoraitis MOVED to appoint Daniel O'Hearn as Deputy Open Burning Official for the Town of Lebanon. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

J. Bendoraitis commented that the burn permit process needs to be better communicated to the public, to include the permit turn-around time and to inform the public of the rules.

10.0 Amending the Police Emergency Response Plan:

G. Coutu MOVED to amend the Police Emergency Response Plan as presented. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

11.0 Finalize FY 2017-2018 budget:

After discussion, the consensus of the BOS was to finalize a FY 2017-2018 budget at the next regular meeting on 2/7/2017.

12.0 Discuss preparation for Special BOS 1/31/17 Meeting

13.0 Adjournment: J. Bendoraitis MOVED to adjourn the special meeting at 5:05 p.m. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

Respectfully Submitted by Linda H. McDonald

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.