

**Board of Selectmen
Special Meeting
March 30, 2020 — 5:30 PM
TOWN HALL & TELECONFERENCE BY ZOOM
MINUTES**

Members Present: First Selectman Kevin Cwikla; Selectmen Kathleen Smith and Glen Coutu

Others Present: Bernard Dennler (Administrative Assistant/Teleconference Host); Valerie Belles (Senior Accountant); Jason Nowosad (Facilities Director)

1.0 Call to Order

First Selectman K. Cwikla called the meeting to order at 5:34 PM.

2.0 Discuss and act upon: A Resolution extending the deadline for 20-21 budget

K. Cwikla presented the proposed resolution granting a 30-day extension.

G. Coutu MOVED to adopt the proposed resolution providing a 30-day extension for the deadline to pass the 20-21 municipal budget. K. Smith SECONDED.

MOTION CARRIED 3:0

3.0 Award of Town Properties Mowing Contract

G. Coutu said D&D Property Maintenance is the low qualified bid on the contract. D&D was the contract holder for the previous mowing season. He said he believed the company had done a good job and asked J. Nowosad if that was his experience. J. Nowosad said D&D did a good job after the first few weeks when they had some challenges. He said after that the contractor did good work and was responsive to feedback. The Selectmen discussed Custom Cut and Archer Landscaping which were the next two lowest qualified bids. The lowest submitted bid did not include Workers' Comp insurance and was not considered a qualified bid. J. Nowosad said Custom Cut currently does the cemeteries and some contractors have had difficulty holding both contracts simultaneously. He said Archer previously had the contract and did good work at that time.

G. Coutu MOVED to award the town properties mowing contract to D&D Property Maintenance for the 2020 mowing season for \$16,000.00 plus \$350 per additional mowing. K. Smith SECONDED.

MOTION CARRIED 3:0

4.0 Discuss and act upon: TIP Funding for 20-21 Budget

V. Belles presented possible TIP funding projects for the 20-21 budget to be requested from the Board of Finance in the amount of \$186,100. Belles said she is concerned that there are other projects in the 19-20 spreadsheet that will need to be bumped to other years. V. Belles said there is \$125,000 left in the fund for the current fiscal year. G. Coutu said it is unlikely that full amount will be spent before this fiscal year. They discussed recently approved projects and the DPW rental equipment account which has \$60,000 in it.

K. Smith proposed lowering the request to \$135,000 given the amount expected to carry over from the current fiscal year. G. Coutu said he would be comfortable with \$135,000 request for 2020-2021. J. Nowosad said he does not think he can spend \$200,000 in a year. He said \$100,000 on top of what is already in there would be enough for the 2020-2021 fiscal year. V. Belles noted there is \$48,000 of fire department related TIP requests that would not be part of the facilities-relating spending J. Nowosad to which J. Nowosad referred.

K. Smith MOVED to forward the TIP Funding request to the Board of Finance for the 20-21 Budget in the amount of \$135,000. G. Coutu SECONDED.

MOTION CARRIED 3:0

5.0 Discuss and act upon: 20-21 Capital Non-Recurring Requests

G. Coutu said some of the smaller requests were moved from Capital to TIP by recommendation of the Board of Finance. They discussed the listed requested. G. Coutu and K. Smith said that the drainage work at the Senior Center is built into the DPW budget instead.

K. Smith MOVED to forward the Capital Non-Recurring Requests for the 20-21 Budget to the Board of Finance as presented in the amount of \$1,574,000. G. Coutu SECONDED.

MOTION CARRIED 3:0

6.0 Discuss and act upon: 20-21 budget requests and amendments

K. Cwikla said that Emergency Management Director wants to bring on an additional deputy, adding \$5,000 to the budget.

G. Coutu MOVED to amend Account 228 Emergency Management for an additional \$5,000. K. Smith SECONDED.

MOTION CARRIED 3:0

G. Coutu said the budget for the mowing contract will need to be adjusted as well. B. Dennler said they should factor in the price of additional mows. V. Belles said the current request is \$24,000. J. Nowosad said based on the contract price and the possibility of additional mows that a budget of \$18,000 should be enough. G. Coutu indicated that there did not need to be an individual motion on this and that it would be included as part of the final proposal to the Board of Finance.

G. Coutu said the Selectmen also need to discuss the 20-21 budget for legal services. V. Belles said the current request is for \$50,299. G. Coutu said he believes the budget for legal needs to be \$100,000, given pending litigation on the Lebanon Green ownership and the possibility that union negotiations scheduled for this fiscal year will need to be postponed until the next fiscal year. K. Smith added there may continue to be need for additional legal guidance as they implement the Town Charter, effective December 1, 2019.

G. Coutu MOVED to amend the request for Account 400 legal to \$100,000 for the 20-21 budget. K. Smith SECONDED.

MOTION CARRIED 3:0

K. Cwikla initiated a discussion on the account for Human Services. He said they had initially requested \$23,249. He said that with the need for additional services, especially in light of the COVID19 pandemic, he requested the Board consider increasing the Social Services Administrator's hours to 27 hours per week. The increase is below the threshold for healthcare benefits. V. Belles said with those additional hours that would increase the amount to \$32,675. G. Coutu and V. Belles said there would also be an increase within the town's operating budget for MERS as a result.

G. Coutu MOVED to increase the budget request for Account 445 Human Services to \$34,000 for the 20-21 budget. K. Smith SECONDED

MOTION CARRIED 3:0

7.0 Discuss and act upon: Amended 20-21 Operating Budget requests to include Capital Non-recurring and TIP Funds

V. Belles said with the amended requests discussed previously, the general Town budget would be \$3,592,933.

G. Coutu MOVED to approve the amendments to the 20-21 Town of Lebanon Town Operating Budget in the total amount of \$3,592,933 to forward to the Board of Finance and to include Capital Non-Recurring and TIP Funds as amended in the March 30, 2020 Special Meeting. K. Smith SECONDED.

MOTION CARRIED 3:0

8.0 Adjourn

The meeting adjourned at 6:25 PM.

Respectfully submitted,
Bernard W. Dennler III
Administrative Assistant