

**Board of Selectmen
Regular Meeting
June 6, 2023 — 5:00 PM
Zoom and Town Hall
AGENDA**

Town of Lebanon Connecticut is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82189585312?pwd=OGNlV0wxTGh4ZVpJNFJJeHRHYzA0QT09>

Meeting ID: 821 8958 5312

Passcode: 1700

Dial by your location

• +1 309 205 3325 US

1.0 Call to Order

2.0 Public Forum

3.0 Correspondence

4.0 Department Reports

4.1 Finance Department

4.2 Fire Department

4.3 Public Works Department

4.4 Building Department

5.0 Consent Agenda

5.1 Approval of Minutes

a. Minutes of May 2, 2023 Regular Meeting

5.2 Approval of the FY2022-2023 Suspense List

5.3 Reappointment of Jason Nowosad as Building Official with a term to expire 06/30/2027

5.4 Hire of Allison Peterson as a substitute library aide, effective June 5, 2023

5.5 Hire of Deana Handfield and Katherine Anderson as WSI lifeguards for the 2023 pool season

5.6 Hire of Alex Zimnoch, Kirk Ricketts, Remmington Walsh, Hazel Delucia, Helen Blakeslee, Alex Hazzard, Lukas Hazzard, and Roger Harkness as lifeguards for the 2023 pool season

6.0 Public Hearing on Neighborhood Assistance Act Application NAA-2023-01: Lebanon Pines Exterior Lighting Upgrades – Southeastern Council on Alcoholism and Drug Dependence, Inc.

7.0 New Business

Discuss and act upon:

7.1 Edward Jones presentation

7.2 Recommendations on Neighborhood Assistance Act 2023

7.3 Acceptance of the Charter Revision Commission Final Report

- 7.4 Setting a date for referendum on proposed revisions to the Town of Lebanon Charter
- 7.5 Determining ballot questions regarding proposed revisions to the Town of Lebanon Charter
- 7.6 TIP request for Finance Office filing cabinets

8.0 Old Business

Discuss and act upon:

- 8.1 Community Center renovations

9.0 Approval of Minutes

- 9.1 Minutes of May 10, 2023 Special Meeting (M. DeCaprio not present)
- 9.2 Minutes of May 18, 2023 Special Meeting (M. DeCaprio not present)
- 9.3 Minutes of May 25, 2023 Special Meeting (M. DeCaprio not present)
- 9.4 Minutes of June 1, 2023 Special Meeting (M. DeCaprio and R. Chesmer not present)

10.0 Adjourn

Respectfully submitted,
Kevin T. Cwikla
First Selectman

**TOWN OF LEBANON
JOB DESCRIPTION**

**PUBLIC WORKS DEPARTMENT
Mechanic**

GENERAL STATEMENT OF DUTIES:

Repair and maintain trucks, tractors, highway equipment, and other types of motor-driven and mechanical equipment. Perform other specific work assignments as required by the departments needs.

SUPERVISION RECEIVED:

Works under the direction supervision of the Director of Public Works and Facilities or other designated supervisor.

FUNCTIONS OF DUTIES:

1. Responsible for prioritizing all repair activity in relation to departmental needs and schedules in conjunction with priorities established by the Director and/or Crew Leader.
2. Performs general overhaul and repair work on all town equipment and vehicles including chain saws, pumps, sander engines, etc.
3. Inspects, adjusts and replaces necessary units and related parts including valves, pistons, main bearing assemblies and cooling, fuel and exhaust systems.
4. Repairs and overhauls brakes, suspension, ignition systems, transmissions, differentials, front and rear axle assemblies; repairs and installs hydraulic controls; tunes motors using standard testing equipment.
5. Inspects, repairs, overhauls and assembles vehicle electrical equipment such as alternators, generators, distributors, magnetos and starters.
6. Repairs equipment and truck bodies and does various related metal work by cutting, welding and other procedures.
7. Operates equipment as needed, during snow and ice removal and other weather emergencies.

8. Operates town vehicle to pick up parts and equipment related to repairs.
9. Uses mechanical hand and power-driven tools and equipment such as grinders, sanders, drill presses, testing and welding equipment, and other shop tools and equipment.
10. Provides preventative maintenance for all trucks and equipment including routine lubrication and routine service as required.
12. Maintains OSHA required SDS for department.
13. Performs cleaning and upkeep of shop and organizes and maintains shop tools and parts inventory.
14. Performs related work as required.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT;

(Required for essential duties) Reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all inclusive and may be supplemented as necessary.

1. Must be mobile with the ability to get from one location in the work site(s) to other locations in the work site(s). Ability to sit and/or stand for long periods of time.
2. Ability to reach and bend and push/pull or lift and carry objects less than seventy-five (75) pounds.
3. Mobility to perform work which may include climbing and crawling and working in small confined places.
4. Ability to perform manipulative skills such as writing, using a computer keyboard, and operating equipment using controls and levers.
5. Ability to operate hand and power tools and calibrate tools and equipment.
6. Ability to see and read objects closely, as in reading/proofreading a report, reading meters and gauges, using a computer monitor, and filing and/or retrieving information from a filing system. Ability to see objects far away as in driving. Ability to discriminate between colors. Ability to see small objects such as small equipment or tool parts.

7. Ability to hear normal sounds with background noise as in hearing using a telephone.
Ability to distinguish verbal communication and communicate through speech.
8. Keep vehicle appearance clean, neat and take pride in workmanship
9. Ability to use knowledge and reasoning to solve problems.
10. Ability to learn and apply new information, methodologies and techniques applicable to departmental activities.
11. Works in highway garage shop setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust. Work may cause exposure to fluctuations in temperature and seasonal climate changes.
12. Ability to understand and follow oral and written instructions.
13. Ability to communicate well and work effectively with others.

REQUIREMENTS OF WORK;

Graduation from an accredited high school or vocational school and four years experience in the repair and maintenance of heavy trucks and mechanical equipment, or any equivalent combination of training and experience which provides the following knowledge, abilities and skills:

1. Considerable knowledge of the methods, materials, tools and techniques used in the repair of light and heavy duty equipment and trucks
2. Considerable knowledge of the operating principles of gasoline and diesel engines and of mechanical repair of trucks and construction equipment.
3. Knowledge of the occupational hazards and safety precautions of the trade.
4. Ability to diagnose defects in automotive equipment.
5. Ability to adapt available tools and repair parts to specific repair problems.
- ~~6.~~ Ability to interpret and work from sketches
7. Skill in the use and the operation of tools and machinery used in automotive repair.

8. Ability to prepare and file written reports and maintain vehicle repair records.
9. Possession of a Connecticut Class B, CDL or higher driver's license.
10. Ability to lift 50-75 lb.
11. DOT certified to repair all brake systems.
12. DOT certified to conduct annual truck inspections.
13. Possession of mechanic's hand tools up to 1 ¼ inch size and a ¾ " drive socket set
14. Diagnose and repair light and heavy trucks and equipment