

**Board of Selectmen
Regular Meeting
August 2, 2022 — 5:00 PM
Zoom and Town Hall
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith, Robin Chesmer, Betsy Petrie-McComber, and Mark DeCaprio

Others Present: Bernard Dennler (Office Manager); Emma Sousa (Assessor); Dean Hunniford (Director of Public Works and Facilities); Hayley Wagner (Finance Director); Andrew Eckman (Resident State Trooper – attending virtually); Jay Schall (LVFD Chief – attending virtually); Ryan DelMastro (Novus Insight – attending virtually)

1.0 Call to Order

K. Cwikla called the meeting to order at 5:02 PM.

2.0 Public Forum

Resident State Trooper A. Eckman responded to concerns addressed at previous BOS public forum.

3.0 Correspondence

There was no correspondence.

4.0 Financials

4.1 Monthly budget reports

The Selectmen reviewed the preliminary year-end reports. H. Wagner projected a surplus between \$400k and \$500k. She said they expect a smaller surplus on the school budget.

5.0 Fire Department Report

J. Schall reported there were 75 calls in July. The department also hosted rapid intervention training. They are partnering with Bozrah to establish an additional RIT team.

6.0 Consent Agenda

B. Petrie MOVED to adopt the consent agenda as presented:

6.1 *Authorize First Selectman to sign 2022-2023 extension of Green Life Janitorial Town buildings contract, per terms of September 2021 bid documents*

6.2 *Authorize First Selectman to sign 2022-2023 extension of Green Life Janitorial Senior Center contract, per terms of September 2021 bid documents*

6.3 *Authorize First Selectman to sign FY23 Novus Insight Agreement for IT support services*

6.4 *Authorize First Selectman to sign Atlas Fireworks contract for Summer Dancefest 2022*

6.5 *Record transfer of New Lebanon Cemetery plot #1134 from Shirley Mayo to William and Joy Morton of 156 Church Road*

6.6 *Approval of Minutes*

a. *Minutes of July 12, 2022 Board of Selectmen Regular Meeting*

b. *Minutes of July 26, 2022 Board of Selectmen Special Meeting*

K. Smith SECONDED.

MOTION CARRIED 5:0

7.0 New Business

Discuss and act upon:

7.1 Authorize First Selectman to sign Novus agreement for hosting and cloud services

B. Dennler and R. DelMastro presented a proposal for hosting and cloud services to be provided by Novus Insight. The proposal included the removal of the Town Hall server and migration of server data to Novus which is currently responsible for backing up the existing server which at the end of its life and either needs to be replaced or its services migrated to the cloud. The one-time migration cost was \$12,020. The Town currently pays \$185 per month for backup services. These would be replaced by a \$116 per month fee for a hosted domain controller server, \$34 per month for SQL server licenses, and \$14 per month for CT Municipal Cloud CROCOG services. QDS, the Tax/Assessor department software, can be hosted for \$2,784 per year; IQS, the new Town Clerk software, can be hosted for \$3,900 per year. B. Dennler said the current server would not be able to support the Town Clerk's IQS software which is supposed to go live this month when the office transitions away from Cott.

The Selectmen discussed whether to pay for costs from ARPA or TIP and how to handle the recurring costs. B. Dennler said the Town Clerk can absorb the year one costs of hosting her software under the historic documents grant but she would prefer it be budgeted in the next fiscal year. He said remaining costs could be part of an ARPA allocation to pay for migration and year one operating costs. B. Petrie said she would rather see migration costs to replace the server paid for with TIP and for the recurring expenses to be charged to Account 415 Computer Services. She said that may mean the account is over expended in FY22-23 but they can budget accordingly for the next fiscal year.

B. Petrie MOVED to authorize the First Selectman to sign Novus agreement for hosting and cloud services and for recurring costs to be paid for with Account 415 Computer Services. K. Cwikla SECONDED.

MOTION CARRIED 5:0

B. Petrie MOVED to recommend that the Board of Finance approve \$12,020 from TIP to pay for the migration of the Town Hall server to cloud hosted services by Novus Insight. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

7.2 Award of Revaluation Services Contract

E. Sousa reported results of the revaluation services RFP. Municipal Valuation Services bid \$160,000. Vision Government Solutions bid \$75,000. E. Sousa recommended the town award the contract to Vision with an additional \$25,000.

B. Petrie MOVED to authorize the First Selectman to sign a contract for \$100,000 with Vision Government Solutions for revaluation services. K. Smith SECONDED.

MOTION CARRIED 5:0

7.3 Authorize \$7200 from TIP for clearing brush at Exeter Cemetery

B. Petrie MOVED to authorize up to \$7,200 from TIP for Powers Outdoor Services to clear brush at Exeter Cemetery. K. Smith SECONDED.

MOTION CARRIED 5:0

7.4 Authorize \$1000 from TIP for 5 granite posts for North Lebanon Cemetery scatter area

K. Smith MOVED to authorize up to \$1,000 from TIP to purchase five granite posts for North Lebanon Cemetery for the scatter area. B. Petrie SECONDED.

MOTION CARRIED 5:0

7.5 Authorize the First Selectman to sign a contract with Giglio Stonework to build a fieldstone wall at North Lebanon Cemetery

B. Petrie MOVED to waive the competitive bidding ordinance, citing a lack of affordable vendors who bid in the process, and to award the contract to Giglio Stonework with funds to come from fund balance as authorized by Town Meeting. K. Smith SECONDED.

MOTION CARRIED 5:0

7.6 Back-Up Sexton Job Description and Compensation

The Selectmen reviewed a proposal for a back-up sexton job description and compensation. They agreed to table the conversation and revisit it when a representative from the Cemetery Commission can be present.

NO ACTION TAKEN

7.7 Lyman Memorial High School Centennial Proclamation

K. Smith MOVED to adopt a proclamation commemorating the Centennial of Lyman Memorial High School, included as Attachment A to these minutes. B. Petrie SECONDED.

MOTION CARRIED 5:0

B. Petrie MOVED to add to the agenda "State and Local Bridge Grant" as Item 7.8. K. Smith SECONDED

MOTION CARRIED 5:0

7.8 State and Local Bridge Grant

B. Dennler reported that updated grant documents were received from the state for the local bridge program which the Town participated in with the construction of the 2020 Goshen Hill Road bridge. The First Selectman needs to sign the updated documents for the Town to receive its 50 percent reimbursement.

K. Smith MOVED to authorize the First Selectman to sign the updated grant documents for the Goshen Hill Road Bridge under the state and local bridge program. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

K. Smith MOVED to add to the agenda "Fuel Price Update" as Item 7.9. M. DeCaprio SECONDED.

MOTION CARRIED 5:0

7.9 Fuel Price Update

The Selectmen discussed fuel prices with H. Wagner who reported they were coming down, but still about a dollar over what was budgeted. B. Petrie said she felt the Town needed to lock in pricing now as prices could still return upward.

B. Petrie MOVED to authorize the First Selectman to sign a contract with Dime Oil locking in fuel prices through June 30, 2023. K. Smith SECONDED

MOTION CARRIED 5:0

8.0 Old Business

Discuss and act upon:

8.1 Update on Library Project Grand Opening

The Grand Opening of the renovated and expanded Jonathan Trumbull Library will take place on Saturday, August 20 at 10:00 AM.

NO ACTION TAKEN

8.2 Solitude Lake Management Contract 2022

The Selectmen reviewed the revised contract. The language now states the Town is only responsible for \$6,375.

B. Petrie MOVED to authorize the First Selectman to sign the 2022 Solitude Lake Management Contract. K. Smith SECONDED.

MOTION CARRIED 5:0

9.0 Approval of Minutes

9.1 Minutes of July 7, 2022 Board of Selectmen ARPA Subcommittee Meeting

B. Petrie MOVED to approve the July 7, 2022 Board of Selectmen ARPA Subcommittee Meeting minutes.

K. SMITH SECONDED

MOTION CARRIED 3:0

M. DeCaprio and R. Chesmer abstained.

10.0 Adjourn

The meeting adjourned at 6:35 PM.

Respectfully submitted,

Bernard W. Dennler III

Office Manager to the First Selectman

A Proclamation

By the Lebanon Board of Selectmen

- Whereas:** September 11, 2022 marks the 100th Anniversary of the opening of the George W. Lyman Memorial High School; and,
- Whereas:** In an extraordinary gesture, upon the December 1919 death of George W. Lyman, he left a major share of his estate to the Town of Lebanon to build a high school. Lyman's bequest of \$15,000 towards construction and \$36,700 for maintenance was accepted by a town vote of 180-16 on October 4, 1920. In accordance with a clause in Lyman's will, the school was to be named after him; classes began September 11, 1922; and,
- Whereas:** After two previous referendums to build a new Junior-Senior High School failed, it was in the third on June 2, 1958, that a \$595,000 appropriation for the new school with a gymnasium was approved. The school on Route 207 opened in September 1959 (now the Lebanon Middle School). A Regional Vocational Agriculture Center was approved in 1961; and,
- Whereas:** Again, the student population outgrew the existing building and on December 15, 1988, Lebanon voters approved construction of a new \$18.25 million high school, marking the end of a nearly twenty-year effort to expand existing school facilities and help relieve cramped classrooms. The new high school at 917 Exeter Road opened in 1992; and,
- Whereas:** Now at its third location and in its third building, Lyman Memorial High School still carries the name of the man who had no children of his own but left his fortune to benefit all the children of his hometown; and,
- Whereas:** Lebanon's commitment to fulfilling and maintaining George Lyman's legacy for one hundred years places the town in an elite group of Connecticut communities able to maintain a local education system. Graduates often comment 'We knew everyone in the school,' adding that the subsequent strong bonds often lead alumni to stay in the area, an observation that speaks to the advantages of community-based education emphasized in Lebanon and the Lyman Memorial High School"; and, (Summer 2022 Provisional Newsletter of the Lebanon Historical Society)
- Whereas:** In September 2022, alumni, students, staff, administration, and community members will come together to celebrate one hundred years of education at Lyman Memorial High School.
- Therefore:** *Be it resolved, the Lebanon Board of Selectmen, hereby recognize the history and continuation of Lyman Memorial High School and proclaim the 2022-2023 academic year as the Centennial Anniversary of this educational institution. In witness thereof, we have hereunto set our hands and caused the seal of Lebanon to be affixed this 2nd Day of August 2022.*