

Board of Selectmen
SPECIAL MEETING
October 16, 2014 – 9:00 AM
Town Hall

MINUTES

- 1.0** First Selectman Joyce Okonuk called the meeting to order at 9:04 a.m. Selectmen Linda Finelli and John Bendoraitis and Administrative Assistant Patti Handy were also present. Guests included Public Works Director Brandon Handfield and Finance Director Veronica Calvert. Audience: 0.
- 2.0** Handfield and Calvert were presented a proposal to expand the Paychex automated time system at Public Works to include other town departments. The system tracks time and labor, sick and vacation time, identifies employees and tags them to the proper department, all of which is now entered manually. The system would enable employees to enter their time electronically and send it to their supervisor for approval; the supervisor would then send it electronically to the bookkeeper who will process and submit directly to Paychex, eliminating the need for paper timesheets and the time-consuming manual entry of data. The system would also allow employees to monitor their accrued earned time. **Motion made by Okonuk/Finelli to approve the purchase and installation of a Paychex automated time and labor system, inclusive for all town employees, in the amount of \$300.00 for the one-time set up fee, funds to come from TIP Acct. # 208-00-620-6200, and the cost of \$171.00/month or up to \$1,368.00, for FY 2014-15, funds to come from Account# 100-415-5301. Vote: Yes, unanimous.**
- 3.0** No action required as previously acted upon at a prior meeting on August 19, 2014.
- 4.0** Handfield presented a proposal to purchase a 2001 International bucket truck for the Public Works Department. The truck is at Nutmeg International, has been operated and tested at the DPW and Handfield negotiated with Nutmeg to ensure all certifications will be in place prior to purchase. It was previously owned by the Town of Wallingford Utility Company, appears to be well maintained and will be a great fit for the town's tree maintenance program. The cost was also well under the \$40,000.00 approved for this purchase in the FY 2014-15 Capital Budget. **Motion made by Okonuk/Finelli to authorize the purchase of a 2001 International Model 4700 Bucket Truck with a 42' boom from Nutmeg International in the amount of \$21,900.00, funds to come from the FY 2014-15 Capital Budget Account# 220-00-430-2782-0030-0000. Vote: Yes, unanimous.** Discussion followed regarding maintenance and extended warranty/certification for the truck. **Motion made by Okonuk/Finelli to authorize the Public Works Director to negotiate a warranty and maintenance agreement as part of the purchase of the truck and to provide this information to the Board of Selectmen at their next meeting. Vote: Yes, unanimous.**
- 5.0** Handfield also presented a request to purchase a debris vacuum for the Public Works Department. Handfield located the vacuum under the State of CT Contract No. 13PSX0321, Lawn and Grounds Maintenance Equipment for less than the \$8,000.00 approved for this purpose in the FY 2014-15 Capital Budget. **Motion made by Okonuk/Bendoraitis to purchase a Scag/Giant-Vac TL20W-26CH-EFI Heavy Duty Loader from Gano's Power Equipment of Colchester in the amount of \$6,224.99, funds to come from the FY 2014-15 Capital Budget Account# 220-00-430-2783-0030-0000. Vote: Yes, unanimous.**
- 6.0** Okonuk provided an update on negotiations for emergency dispatch services in FY16. The Town has been a member of KX Dispatch in Colchester for several years. However, following the town of Hebron leaving KX in the recent past, the remaining towns authorized a sub-committee to advertise an RFP for dispatch services. After seriously considering two providers, the majority of the member towns supported a merge with the town of Montville. This option will significantly increase the contract costs for the next fiscal year and with the COLA built into the multi-year contract, costs could be expected to rise as much as 4.5% for each subsequent year of the contract. As a result, Okonuk approached Willimantic Fire Chiefs Switchboard Association (WW) in Windham to discuss the possibility of Lebanon returning to them for dispatch services. In a meeting earlier this week, Okonuk and Lebanon Fire Officers met with the President of the Fire Chief Association and staff who were very interested

in having Lebanon come back to WW. The proposed annual cost is significantly less than presently being paid to KX. In addition, WW has no current capital debt or any intention to incur any such debt in the next several years. They are fiscally quite healthy. In addition to the Willimantic Police and Fire Departments, WW dispatches for South, North and Windham Center Departments, Windham Hospital and the Town of Franklin. With Lebanon joining their ranks, the organization will then be eligible for multi-town state funds which should continue to reduce overhead expenses. Okonuk also discussed this prospect with Willimantic Town Manager Neal Beets. She requested authorization from the Selectmen to notify KX of the intention to end the Town's contract with them at the end of the present fiscal year and to enter into negotiations with Willimantic Switchboard. **Motion made by Okonuk/Bendoraitis to provide the required 180 day notification of end of contract to KX Dispatch effective 6/30/2015 and to enter into negotiations with Willimantic Switchboard Station WW for emergency dispatch services. Vote: Yes, unanimous.** The Selectmen felt strongly that the negotiations with Station WW should include the stipulation that all towns included in the contract have the same term end date.

7.0 Motion made by Finelli/Okonuk to hire Joshua Triess as a Materials Handler for the Transfer Station at the rate of \$12.16/hr effective October 8, 2014. Vote: Yes, unanimous.

8.0 The following two bids were received for the contract for Cemetery maintenance:

- Mastercraft Construction of Taftville, CT - \$31,650.00 for 2015 and \$32,850.00 for 2016.
- Powers Outdoor Services of Lebanon - \$14,750.00 for 2015 and \$15,200 for 2016.

As one of the bidders does not appear to have any experience with cemetery maintenance (low bidder) and the high bidder is significantly (nearly double) the anticipated bid, Okonuk will check with the contractors and if not satisfied with the response, will go out to bid again for a wider response.

9.0 Motion made by Okonuk/Finelli to sign a Proclamation recognizing Harold Greenberg's service to the Town and the Lebanon Volunteer Fire Department and honoring his 100th birthday on October 23, 2014. Vote: Yes, unanimous. The Proclamation will be given to the Fire Department members to forward to Mr. Greenberg who resides in Florida.

10.0 Motion made by Okonuk/Finelli to adjourn the meeting at 10:00 a.m. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman