

Board of Selectmen  
**REGULAR MEETING**  
June 7, 2016– 3:00 PM  
Town Hall

**MINUTES**

Members present. First Selectman Betsy Petrie, Selectman Glen Coutu (arrived 3:16 pm), and Selectman John Bendoraitis

Others present: Senior Center Director Darcy Batty, Highway Foreman Jay Tuttle, Recreation Director Sandra Tremblay, Building Official Jason Nowosad, and Administrative Assistant Linda McDonald

**1.0 Call to Order:** B. Petrie called the meeting to order at 3:05 p.m.

**2.0 Public Forum:** No public comment.

**3.0 Correspondence:** No correspondence.

**4.0 Financials**

**4.1** Monthly Expenditure Report

**4.2** Approving Tax Collector's Suspense List

J. Bendoraitis MOVED to approve the Tax Collector's Suspense List. B. Petrie SECONDED.  
MOTION CARRIED 2:0:0.

**4.3** Emma Louise Reichard Nursing Scholarship: B. Petrie explained the scholarship has approximately \$3,000.00 in it currently. J. Bendoraitis said the town's investment policy does not allow the family request that the scholarship payments be revised to \$500 annually until the principal is exhausted. Discussion followed on possible modification to the investment policy for all small endowments, including creating a threshold and consistent application on these small accounts. The consensus of the board was to invite Bill Alleman from Edward Jones to the July BOS meeting for further discussion on this matter. B. Petrie will speak with the school and family members.

**5.0 Old Business:** No old business.

**6.0 New Business**

**Discuss and act upon:**

**6.1** Opening Bids and Awarding Contact for Janitorial Maintenance Services at the Senior Center for FY 2016-2017:

Two bid proposals were opened and reviewed:

- Horizon Services Corporation – Bid Amount \$15,279.36
- System4 SNE – Bid Amount \$10,368.00

Discussion followed.

J. Bendoraitis MOVED to award the contract for Janitorial Maintenance Services at the Senior Center for FY 2016-2017 to System 4 in the amount of \$10,368.00 pending reference checks. B. Petrie seconded. MOTION CARRIED 2:0:0.

**6.2** Opening Proposals for Twelve Month Service Agreement for Computer Services/Maintenance for the town:

Members opened three bids for proposals for twelve month service agreement for computer services/maintenance for the town:

- The Walker Group, Farmington, CT
- Connecticut Center for Advanced Technology, East Hartford, CT
- MacCoy Technologies, Vernon, CT

The bids will require further review and reference checks. No action.

**6.3** Hiring a Facilities Director:

B. Petrie said there was one application for the position of Facilities Director. B. Petrie said it has been a pleasure to work with the applicant in his other roles working for the town. The board reviewed the application.

G. Coutu MOVED to hire Jason Nowosad as Facilities Director effective July 1, 2016. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0. The probationary period was waived as the applicant has been fulfilling the position as a contractor for several months. Discussion followed on bringing the hourly rates of Field Agent for the WPCA, Building Official, and Facilities Director into line and how to handle possible overtime costs.

**6.4** Hiring Museum Director at the Jonathan Trumbull Jr. House Museum for the 2016 Season:

The Board of Trustees for the Jonathan Trumbull Junior House Museum voted at a meeting on 5/13/16 to recommend the Board of Selectmen re-appoint Candice Brashears as the part-time museum director for the 2016 season.

G. Coutu MOVED to re-appoint Candice Brashears as the part-time museum director for the Jonathan Trumbull Junior House Museum for the 2016 season, at a salary of \$22.67 per hour, for a maximum of \$7,934.50 for 350 hours of work, with no benefits or holiday/sick time, funds to come from the Jonathan Trumbull Junior House endowment fund, account #215-015-5110. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

**6.5** Hiring Cleaning Service at the Jonathan Trumbull Jr. House Museum for the 2016 Season:

The Board of Trustees for the Jonathan Trumbull Junior House Museum voted at a meeting on 5/13/16 to recommend the Board of Selectmen hire Richard Chabot, Richard's Floor Finish, to provide cleaning services for the house during the 2016 season.

G. Coutu MOVED to hire Richard's Floor Finish to provide cleaning services for the Jonathan Trumbull Junior House during the 2016 season, for a maximum of \$600.00, funds to come from the Jonathan Trumbull Junior House endowment fund, account #215-015-5320. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

**6.6** Adopting Emergency Procedures for Town Hall and the Community Center:

L. McDonald reported that the Safety Committee has drafted emergency procedures for Town Hall and the Community Center and is in the process of drafting procedures for the Library and the Senior Center. Once approved by the BOS, staff meetings will be held to review the emergency action plans and copies will be provided to each employee covered by the plan.

J. Bendoraitis MOVED to approve the adoption of the Emergency Procedures for Town Hall and the Community Center as presented. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

**6.7** Authorizing the First Selectman to sign the Safety Policy Statement:

J. Bendoraitis MOVED to authorize the First Selectman to sign the Safety Policy Statement. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

**6.8** Approving a Revised Ordinance for the Establishment of the Date of the Annual Town Meeting and Setting the Time for the Annual and Special Town Meetings, submitting such recommendation to Special Town Meeting.

B. Petrie said the proposed ordinance was reviewed by town counsel. Discussion followed on changing the time to 7 p.m. for town meetings. No action taken.

**6.9** Approving a Revised Ordinance for Municipal Building Permit Fees for the Building Department in the Town of Lebanon, submitting such recommendation to Special Town Meeting:

J. Nowosad explained the changes made in this revised proposed ordinance. He said the proposed changes are meant to simplify the permitting process and make the fees more equitable, including the trades permits. Member discussion followed on the various fees proposed and the waiver of building permit fee for projects identified in the town's POCD. Petrie said the ordinance language was reviewed by town counsel.

J. Bendoraitis MOVED to approve a Revised Ordinance for Municipal Building Permit Fees for the Building Department in the Town of Lebanon, submitting such recommendation to Special Town Meeting. B. Petrie SECONDED. MOTION CARRIED 2:1:0 with GC opposed.

**6.10** Calling a Special Town Meeting for June 20, 2016 at 7:30 p.m. at the Fire Safety Complex:

B. Petrie reviewed the items for consideration at the special town meeting.

G. Coutu MOVED to call a Special Town Meeting for June 20, 2016 at 7:30 p.m. at the Fire Safety Complex, 23 Goshen Hill Road. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

- 6.11** Recommendations from the Planning & Zoning Commission and the Conservation & Agriculture Commission regarding well testing: No action.
- 6.12** Uncas Health District Board of Directors Vacancy: B. Petrie explained there is a vacancy on the board. The town will advertise for a volunteer to fill the current term.
- 6.13** Approving Moderator Training Procedures for Town Meetings: No action pending review and comment of drafted procedures by Town Clerk.
- 6.14** Approving Non-union Employee Wage Matrix: B. Petrie said the non-union employee wages are funded. J. Bendoraitis recommended that, effective 7/1/16, the rates currently in place go forward until union negotiations are completed. No action taken.
- 6.15** Deputy Fire Marshal Vacancy: No action.

J. Bendoraitis MOVED to add item 6.16: Resolution Amending the 2015 Fair Housing Action Plan and Authorizing the First Selectman to sign the Fair Housing Action Plan 2015. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 6.16** Resolution Amending the 2015 Fair Housing Action Plan and Authorizing the First Selectman to sign the Fair Housing Action Plan 2015:

J. Bendoraitis MOVED to authorize the First Selectman to sign the Fair Housing Action Plan 2015. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

J. Bendoraitis MOVED to add item 6.17 to the agenda: Approving vendor for Road Salt Contract. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

- 6.17** Approving Vendor for Road Salt Contract:

J. Tuttle said the town was approached by DRVN Enterprises Inc. Under the state bidding process, the proposal is to extend the contract one year at the current price of \$79 per ton. DRVN is guaranteeing \$73.00 per ton for three years and would not lock the town into an annual minimum tonnage. Treated salt, which is seldom used by the town, was quoted at \$85.00 per ton. J. Tuttle said many towns in the area use this company with positive experiences. J. Bendoraitis said purchases under state bid are exempt for going out to bid. If the decision by the board was not to purchase road salt under the state bid process, request for proposals would be required by sealed bid process, unless the board granted a waiver.

B. Petrie MOVED to waive the sealed bidding requirement for the town road salt contract for the following reasons: there are a limited number of vendors that can fulfill contract and the bid submitted was lower price than the bid from the State. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

J. Bendoraitis MOVED to authorize First Selectman to enter into a three year contract with DRVN for road salt at \$73.00 per ton. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

## **7.0 Departmental Update**

**7.1** Update from Recreation Department: S. Tremblay distributed copies of all the programs currently running. She spoke about the pool opening this weekend and other adult and children programs being offered. She said there are no online services to register for programs. Discussion followed on the use of recreation software programs for registrations.

**8.0 Minutes**

**Discuss and act upon:**

**8.1** Approving the minutes from the May 3, 2016 Regular Meeting:

B. Petrie MOVED to approve the minutes from the May 3, 2016 regular meeting as presented. J. Bendoraitis SECONDED. MOTION CARRIED 2:0:0.

**8.2** Approving the minutes from the May 6, 2016 Special Meeting:

B. Petrie MOVED to approve the minutes from the May 6, 2016 Special Meeting as presented. J. Bendoraitis SECONDED. MOTION CARRIED 2:0:0.

**8.3** Approving the minutes from the May 10, 2016 Special Meeting:

B. Petrie MOVED to approve the minutes from the May 10, 2016 Special Meeting as presented. J. Bendoraitis SECONDED. MOTION CARRIED 2:0:0.

**8.4** Approving the minutes from the May 27, 2016 Special Meeting:

B. Petrie MOVED to approve the minutes from the May 27, 2016 Special Meeting as presented. J. Bendoraitis SECONDED. MOTION CARRIED 2:0:0.

**9.0 Resignations:** No resignations.

**10.0 Appointments**

**10.1** Re-appointment of Leigh Hogan Ruckdeschel to the Jonathan Trumbull Jr. House Museum Board of Directors, term ending 9/15/2019:

B. Petrie MOVED to re-appoint Leigh Hogan Ruckdeschel to the Jonathan Trumbull Jr. House Museum Board of Directors, term ending 9/15/2019. J. Bendoraitis SECONDED. MOTION CARRIED 2:0:0.

**10.2** Re-appointment of John Drum to the Inland Wetlands Commission, term ending 6/1/2019:

B. Petrie MOVED to re-appoint John Drum to the Inland Wetlands Commission, term ending 6/1/2019. J. Bendoraitis SECONDED. MOTION CARRIED 2:0:0.

**10.3** Re-appointment of Robert Slate to the Inland Wetlands Commission, term ending 6/1/2019:

B. Petrie MOVED to re-appoint Robert Slate to the Inland Wetlands Commission, term ending 6/1/2019. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0

**10.4** Re-appointment of Dennis Latchum to the Inland Wetlands Commission, term ending 6/1/2019:

B. Petrie MOVED to re-appoint Dennis Latchum to the Inland Wetlands Commission, term ending 6/1/2019. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0

**10.5** Re-appointment of Yaw Nsiah to the Water Pollution Control Authority, term ending 5/1/2018:

B. Petrie MOVED to re-appoint Yaw Nsiah to the Water Pollution Control Authority, term ending 5/1/2018. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

**10.6** Re-appointment of Steve Farrick to the Water Pollution Control Authority, term ending 5/1/2018:

B. Petrie MOVED to re-appoint Steve Farrick to the Water Pollution Control Authority, term ending 5/1/2018. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

**10.7** Re-appointment of David Hartley to the Water Pollution Control Authority, term ending 5/1/2018:

B. Petrie MOVED to re-appoint David Hartley to the Water Pollution Control Authority, term ending 5/1/2018. . Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

**10.8** Re-appointment of John Bendoraitis to the Water Pollution Control Authority, term ending 5/1/2019:

B. Petrie MOVED to re-appoint John Bendoraitis to the Water Pollution Control Authority, term ending 5/1/2019. G. Coutu SECONDED. MOTION CARRIED 3:0:0.

**11.0** **Police Report:** No report.

**12.0** **Tax Refunds:** No tax refunds.

G. Coutu MOVED to enter Executive Session at 5:15 p.m. with Jay Tuttle present. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

**13.0** **Executive Session** per State Statutes Section 1-200(6) (A) Personnel: Public Works Highway Foreman Performance Review

J. Tuttle exited Executive Session at 5:30 p.m.  
Board of Selectmen exited Executive Session at 5:45 p.m.

**14.0** Possible Action Public Works Highway Foreman Performance Review:

G. Coutu MOVED to modify the salary of Jay Tuttle, effective the six month anniversary of his hiring, February 7, 2016 to \$29.41 per hour as Public Works Foreman.

**15.0** **Adjournment:** G. Coutu MOVED to adjourn the regular meeting at 5:47 p.m. J. Bendoraitis SECONDED. MOTION CARRIED 3:0:0.

Respectfully Submitted by Linda H. McDonald