

Board of Selectmen
REGULAR MEETING
November 12, 2013 – 4:00 PM
Town Hall
MINUTES

1.0 First Selectman Joyce Okonuk called the meeting to order at 4:03 pm. Selectmen Linda Finelli and John Bendoraitis, and Administrative Assistant Patti Handy were also present. Audience: 4.

2.0 **Public Forum** - None

3.0 **Correspondence** - None

4.0 **Treasurers Report** – No report was available as the Treasurer was not present. Bendoraitis stated that it has now been three months since the Selectmen have had an update on the Town’s investments which is the responsibility of the Treasurer.

5.0 **New Business**

5.1 Howard Wayland, Chairman of the Cemetery Commission, was present to provide an update on the acquisition of the Greenman Card Cemetery. Selectmen had asked Wayland to solicit a second opinion from Attorney Edward O’Connell who concurred with the prior opinion received from Attorney Ron Ochsner as to the status of and steps required to acquire the cemetery. O’Connell and Ochsner agree that the Greenman Card Cemetery qualifies as an “abandoned cemetery” by definition under CGS Sec. 19a-308a. The Town must acquire title to the cemetery, which includes the process of obtaining a PZC 8-24 recommendation, passing a resolution at Town Meeting and posting a legal notice in a newspaper. Wayland said that the Town of Columbia is going through the same process and Okonuk will contact Columbia’s Town Manager to discuss. Finelli questioned the legal opinion stating that a Mr. Gamache was engaged by the Cemetery Commission to perform maintenance on the cemetery, and as such, was acting on behalf of the Town when maintaining the property. Finelli requested that Wayland provide the minutes from the meeting where this agreement between the Cemetery Commission and Mr. Gamache was made before moving forward. Wayland agreed to provide the minutes for the next Selectmen’s meeting. No action.

5.2 The Public Works Study Committee will present their final report at the December meeting.

5.3 Public Works Director Brandon Handfield was present to discuss upgrades needed at the Public Works Garage. Handfield presented a detailed list and cost estimates along with a draft plan of the proposed changes and improvements which include the addition of a code-compliant doorway, an employee locker room, work room, office space and a proper bathroom for the employees. All agreed that these updates are absolutely necessary and long overdue. Handfield will oversee the work which will be largely done by the Public Works crew and the Town Handyman. **Motion made by Finelli/Bendoraitis to authorize up to \$4,999.00 for renovations to the Public Works Garage and office, funds to come from TIP. Vote: Yes, unanimous.**

Handfield also explained the need for computer data storage and backup as the garage is not tied to the Town Hall server. He presented possible options and associated costs and discussed the pros and cons of each. He will consult with the Walker Group, the Town’s IT service provider, to choose the best option. **Motion made by Bendoraitis/Finelli to authorize up to \$500.00 for data storage at the Public Works Garage, funds to come from TIP. Vote: Yes, unanimous.**

Handfield also expressed the need to purchase CAD software in order to fulfill his engineering duties for the Town as had been agreed upon when he was hired. **Motion made by Okonuk/Bendoraitis to authorize up to \$2,200.00 for the purchase of Bentley Power Draft CAD software, funds to come from account #100-415-5317 Computer. Vote: Yes, unanimous.**

The meeting took a brief recess at 4:50 pm. Returned to session at 4:55 pm.

5.4 Handfield presented Selectmen with details re the replacement of the underground electric service at the Public Works Facility that provides a dial-up data connection to the fuel system monitor. The current system is failing, and as this is necessary in order to monitor the fuel usage and print usage reports, it is critical that it works properly. Handfield obtained an estimate of \$774.00 to replace the phone line with a cable data connection. Bendoraitis suggested also checking into a wireless option and compare the cost; Handfield agreed. **Motion made by Bendoraitis/Finelli to authorize up to \$1,000.00 to remedy/repair the fuel system data connection at the Public Works Garage, funds to come from TIP. Vote: Yes, unanimous.**

5.5 **Motion made by Bendoraitis/Finelli to approve the revised job description for Highway Maintainer and submit to the CSEA, SEIU Local 2001 Union for ratification and acceptance. Vote: Yes, unanimous.** Selectmen asked the status of the proposed newly titled position within the department that would have the responsibility of overseeing and directing work at the job site when the PW Director is not on that site. Handfield and Okonuk are drafting the job description and will bring it to the Selectmen at the next meeting.

5.6 Darcy Battye, Senior Center Coordinator was present to request permission to purchase (3) Dell All in One Desktop Computers and software for the Senior Center. These units will replace the Coordinator's and two public kiosk computers that were donated many years ago. **Motion made by Finelli/Bendoraitis to authorize up to \$1,500.00 for the purchase of three (3) Dell All in One Desktop Computers for the Senior Center. Vote: Yes, unanimous.** Bendoraitis asked that Battye check on the current software license before ordering new software.

5.7 Battye also wanted to discuss the installation of a handicapped door opener for the double doors leading into the Great room in the Senior Center. Previously the staff had propped the doors open during events to allow easier access for elderly visitors. The Fire Marshal has informed her that this is not allowed as the doors are fire doors and must remain closed. Options were discussed. Battye will get an estimate for installing an automatic door opener and bring it back to another meeting.

5.8 Due to the recent issues involving the Senior Center well issues and repairs, Battye asked about the installation of an ultra violet light water filter for the water system at the Senior Center. After discussing the reason for the recent repairs it was determined that the installation of the light filter was not necessary. No action.

Motion made by Okonuk/Finelli to add Item 5.8.1 to the agenda: Discuss and act upon revised job descriptions for the Senior Center Van Coordinator and Van Dispatcher. Vote: Yes, unanimous.

5.8.1 Battye presented the revised job descriptions and explained the reasons behind the change. The former Coordinator has resigned and the current Dispatcher has temporarily assumed the responsibilities of that position as well as her own and has expressed interest in taking the Coordinator position permanently. As this person is already familiar with the duties and handling the job very well, the Commission of Aging and Battye would like to hire her for that position. The new job descriptions provide for the Coordinator to work Monday – Thursday, 8:30 am – 12:30 pm, and the Dispatcher hours would be 8:30 am – 3:00 pm on Friday or as needed for coverage. Both positions have essentially the same duties, except that the Coordinator prepares and submits transportation grant data.

Motion made by Okonuk/Finelli to approve the revised job descriptions for both the Van Coordinator and Van Dispatcher as recommended by the Commission on Aging. Vote: Yes, unanimous.

Motion made by Finelli/Bendoraitis to advertise the revised Van Dispatcher position for the Senior Center. Vote: Yes, unanimous.

5.9 The Selectmen discussed dates for to prepare the FY 2014-15 budgets. Calendars will be checked.

5.10 **Motion made by Okonuk/Finelli to approve the 2014 Board of Selectmen's Meeting schedule as presented. Vote: Yes, unanimous. (SEE ATTACHED).**

5.11 The Selectmen discussed holiday hours for Town Hall as both Christmas and New Years fall on Wednesday. It was decided that Town Hall employees may take off two days of their choosing between November 18, 2013 and January 3, 2014, with conditions as stipulated. **Motion made by Okonuk/Finelli that Town Hall will close at 1:00 pm on Tuesday, December 24, 2013 and Tuesday, December 31, 2013 in recognition of the eve of the two holidays. Town Hall Employees may choose two days in lieu of Christmas and New Year's Day to use between November 18, 2013 and January 3, 2014. If employees choose to take December 24th or December 31st for either a floating holiday or a vacation day it will count for a full day of earned time. Vote: Yes, unanimous.**

5.12 No action required.

5.13 Okonuk presented a draft of a budgeting notification letter that speaks to COLA budgeting info for FY 14-15 part-time and full-time non-union staff. **Motion made by Okonuk/Bendoraitis to approve the letter as presented and distribute. Vote: Yes, unanimous.**

5.14 Item to be taken up at the December meeting.

Motion made by Okonuk/Finelli to add Agenda Category 5.15: Old Business, and under it Item 5.15.1: Discuss and act upon additional hours for Land Use Office Clerk. Vote: Yes, unanimous.

5.15 Old Business

5.15.1 The Land Use Office Clerk is currently 12 hours over the budgeted amount. Okonuk asked to extend the budgeted amount to provide continued assistance due to the back-log of work in the Land Use Office. Okonuk also expressed the need to have clerical coverage for the Selectmen's Office when the Assistant is out for vacation or illness. **Motion made by Okonuk/Finelli to authorize Okonuk to request that the Board of Finance approve an additional \$1,650.00 (10 hours) for temporary clerical assistance in the Land Use Office to assist with clerical back-log. Vote: Yes, unanimous.**

Motion made by Bendoraitis/Finelli to authorize Okonuk to request that the Board of Finance approve up to \$1,000.00 for on-call clerical coverage in the Selectmen's Office (up to ten days, 8 hours/day, or 80 hours) in the absence of the Selectmen's Assistant. Vote: Yes, unanimous.

6.0 Departmental Update

6.1 Okonuk has compiled a spreadsheet of pending Town projects and a planning schedule to track various projects that are underway or need to be addressed. The Selectmen reviewed. No action.

7.0 Police Report

7.1 The Selectmen reviewed the activity report for September and October as submitted by the interim Resident State Trooper. No action.

8.0 Minutes

8.1 **Motion made by Bendoraitis/Finelli to approve the minutes from the September 26, 2013 Special meeting. Vote: Yes, unanimous.**

8.2 **Motion made by Bendoraitis/Finelli to approve the minutes from the October 8, 2013 Special meeting. Vote: Yes (2), Bendoraitis and Finelli, Abstain (1) Okonuk. Motion carries.**

8.3 **Motion made by Finelli/Bendoraitis to approve the minutes from the October 22, 2013 Special meeting. Vote: Yes (2) Finelli and Bendoraitis, Abstain (1) Okonuk. Motion carries.**

8.4 **Motion made by Finelli/Bendoraitis to approve the minutes from the October 31, 2013 Special meeting. Vote: Yes, unanimous.**

9.0 Resignations

9.1 **Motion made by Finelli/Bendoraitis to accept with regret and appreciation, the resignation of Jennie Brewster from the Summer Dance Fest Committee. Vote: Yes, unanimous.**

9.2 **Motion made by Bendoraitis/Finelli to accept with regret and appreciation, the resignation of David Geligoff from the Public Works Facility Study Committee. Vote: Yes, unanimous.**

9.3 **Motion made by Finelli/Bendoraitis to accept with regret and appreciation, resignation of Joseph Dolan from the Recreation Commission. Vote: Yes, unanimous.**

10.0 Appointments

- 10.1 Motion made by Finelli/Bendoraitis to appoint William Cloverdale to the Cemetery Commission to fill a vacancy with term ending on 2/1/2016. Vote: Yes, unanimous.
- 10.2 Motion made by Bendoraitis/Finelli to appoint William Ingalls, Jr. to the WPCA to fill a vacancy with term ending on 5/1/2016. Vote: Yes, unanimous.
- 10.3 Motion made by Bendoraitis/Okonuk to appoint Heather Baron as Co-Chair to the Lebanon School Readiness Council as requested by the Principal of Lebanon Elementary School and the Director of Curriculum, Instruction & Assessment. Vote: Yes, unanimous.

11.0 Reappointments

- 11.1 Motion made by Finelli/Bendoraitis to reappoint Brice Padewski, Joseph Dolan and Marc Rubera as Town Constables for a two year term from January 1, 2014 through December 31, 2015. Vote: Yes, unanimous.
- 12.0 Motion made by Bendoraitis/Finelli to approve the Tax Refunds for October 2013 presented as follows:

Larsen, Beth	\$5.00
Lane, John W. Jr. or Lane, Irene P.	\$357.54

Vote: Yes, unanimous.

- 13.0 **Financial Reports** – The Selectmen reviewed the report as provided by the Finance Office.

- 14.0 Motion made by Okonuk/Finelli to adjourn the meeting at 7:35 pm. Vote: Yes, unanimous.

Respectfully Submitted,



Joyce R. Okonuk, First Selectman

**BOARD OF SELECTMEN
2014 REGULAR MEETING SCHEDULE**

The Board of Selectmen meets the first Tuesday of every month in the upper level Conference Room in the Town Hall at 4:00 pm, unless otherwise noted.

January 7, 2014
February 4, 2014
March 4, 2014
April 1, 2014
May 6, 2014
June 3, 2014
July 8, 2014*
August 5, 2014
September 9, 2014*
October 7, 2014
November 6, 2014*
December 2, 2014

* Second Tuesday due to holiday/election day conflict



Joyce R. Okonuk
First Selectman