

**Board of Selectmen**  
**REGULAR MEETING**  
**November 12, 2019 — 6:00 PM**  
**TOWN HALL**  
**MINUTES**

**Members Present:** First Selectman Betsy Petrie, Selectmen Glen Coutu and John Bendoraitis

**Others Present:** First Selectman-elect Kevin Cwikla, Selectman-elect Kathleen Smith; Attorney Catherine Marrion of Waller, Smith, and Palmer; Administrative Assistant Bernard Dennler; Senior Center Director Darcy Battye; Allen Olenick of the Lebanon Volunteer Fire Department

**1.0      Call to Order**

B. Petrie called the meeting to order at 6:00 PM.

*B. Petrie MOVED to enter Executive Session at 6:01 PM and to invite Attorney Catherine Marrion and First Selectman-elect Kevin Cwikla and Selectman-elect Kathleen Smith to participate. J. Bendoraitis SECONDED.*  
**MOTION CARRIED 3:0:0**

**2.0      Executive Session**

**2.1      Executive Session per State Statutes Section 1-200(6)(B): Sale of Town-owned building**

Executive Session ended at 6:20 PM. No action was taken.

*B. Petrie MOVED to enter Executive Session at 6:21 PM and to invite Attorney Catherine Marrion and First Selectman-elect Kevin Cwikla and Selectman-elect Kathleen Smith to participate. J. Bendoraitis SECONDED.*  
**MOTION CARRIED 3:0:0**

**2.2      Executive Session per State Statutes Section 1-200(6)(B): Lebanon Green Litigation**

Executive Session ended at 7:49 PM. No action was taken.

**3.0      Public Forum**

There was no public forum.

*B. Petrie MOVED to adjourn the order of agenda and take up item 7.7 "Discuss and Act Upon: Heating Issues at Senior Center" at this time. J. Bendoraitis SECONDED.*  
**MOTION CARRIED 3:0:0**

*B. Petrie MOVED to add agenda item 7.10 "Discuss and Act Upon: Dry Hydrant at Savin Lake" and to adjourn the order of agenda to take the item up at this time. J. Bendoraitis SECONDED.*  
**MOTION CARRIED 3:0:0**

**4.0      Correspondence**

**4.1      Monthly letter from Troop K**

The Selectmen reviewed the letter and explained the purpose of the letter and activity report to the incoming Selectmen.

#### **4.2 Police activity report**

The Selectmen reviewed the report.

#### **4.3 Letter from Edward Wisniewski regarding tree infestations**

B. Petrie acknowledged receipt of the letter. She stated the town is aware of the issues and the tree warden is addressing them. She noted the issue is not unique to Lebanon and is a statewide problem.

### **5.0 Financials**

#### **5.1 Monthly budget reports**

Selectmen reviewed the monthly budget reports. The Selectmen-elect asked if there were any concerns at this time. The Selectmen stated the budgets were on track. J. Bendoraitis noted that some budgets that involve contracted services have the heaviest spending at the beginning of the fiscal year and then taper off for the remainder of the year.

### **6.0 Consent Agenda**

*A Consent Agenda is presented by the Chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed may be adopted by general consent without debate. Removed items may be taken up immediately after the consent agenda or placed later on the agenda at the discretion of the assembly*

#### **6.1 Resignations**

Acknowledge or accept the following:

- a. Resignation of Timothy Smith from the Jonathan Trumbull Jr. House Museum Board, effective November 1, 2019

#### **6.2 Appointments**

Appoint or hire the following:

- a. Re-appointment of Jay Tuttle as Tree Warden, term to expire 11/17/2020
- b. Re-appointment of Jason Nowosad as Deputy Tree Warden, term to expire 11/17/2020
- c. ~~Hiring of Charles Jones as a Senior Van Driver, effective immediately, pending completion of pre-employment drug screen~~

#### **6.3 Approval of Minutes**

Approve the following minutes:

- a. Minutes from October 1, 2019 Regular Meeting
- b. Minutes from October 10, 2019 Special Meeting
- c. Minutes from October 28, 2019 Special Meeting

- 6.4** Authorize the First Selectman to sign a one-time extension of the mowing contract with Powers Outdoors Services from January 2020 to December 31, 2020, per recommendation of the Recreation Commission

**6.5 Approval of Tax Refunds**

Keith Laporte	37.63
CAB East LLC	39.75
Ally Financial	212.65
Cab East LLC	86.29
Thomas and Debra Boisvert	44.54
Ally Financial	197.27
Shelly Laibrandt	16.43
Thomas Sholly	203.74
Toyota Lease Trust	239.14
Toyota Lease Trust	102.13
Toyota Lease Trust	91.87
John and Dixie Huling	211.09
Robert Goldstein	4.88
Mary Riley	306.36
Mary Riley	306.36
Ally Financial	95.99
Bryan Stadnicki	219.65

B. Petrie requested they strike item 6.2C at this time.

*J. Bendoraitis MOVED to approve the consent agenda as amended. B. Petrie SECONDED.*  
MOTION CARRIED 3:0:0

**7.0 New Business**

**Discuss and act upon:**

**7.1 Approval of Minutes Special Meeting October 17, 2019 (G. Coutu not present)**

*B. Petrie MOVED to approve the minutes of the October 17, 2019 special meeting. J. Bendoraitis SECONDED.*

MOTION CARRIED 2:0:1 with G. Coutu abstaining

**7.2 Bond maturity**

J. Bendoraitis explained that a bond had matured in the endowment portfolio. Considering the pending spinoff of the Jr. House endowment, he recommended to leave the bond sitting in cash and to reinvest following the spinoff of the Jr. House endowment.

*J. Bendoraitis MOVED to leave the bond sitting in cash pending future action by the future Board of Selectmen. B. Petrie SECONDED.*

MOTION CARRIED 3:0:0

**7.3 Establishment of Lebanon Green Tree Replanting Committee**

B. Petrie said the Christmas tree on the green is dying and the library expansion project will necessitate tree replanting. B. Petrie suggested the formation of a new tree replanting committee to replace the disbanded one. She said some previous members had already expressed interest in being reappointed. The Selectmen discussed whether to appoint a five- or seven-member committee. Applicants would be appointed at a future meeting.

*B. Petrie MOVED to appoint a five-member Lebanon Green Tree Replanting Committee charged with identifying the location where a new Christmas tree can be planted and illuminated and charged with reviewing all trees on the Green. J. Bendoraitis SECONDED.*

MOTION CARRIED 3:0:0

**7.4 Authorize incoming Board of Selectmen to be signatories on banking information**

*J. Bendoraitis MOVED to authorize the incoming Board of Selectmen members Kevin Cwikla and Kathleen Smith to be signatories on banking information.*

MOTION CARRIED 3:0:0

**7.5 Appoint incoming Board of Selectmen to serve as the Flood and Erosion Control Board**

B. Dennler stated that under town ordinance and the Town Charter, the Board of Selectmen may serve as the Flood and Erosion Control Board and the incoming members would need to be appointed.

*B. Petrie MOVED to appoint Kevin Cwikla, Kathleen Smith, and Glen Coutu as the Flood and Erosion Control Board, effective November 19, 2019 with terms to expire upon the expiration of their respective terms as Board of Selectmen. J. Bendoraitis SECONDED.*

MOTION CARRIED 3:0:0

**7.6 Adopt a policy regarding the closing from Five Mile Rock and Commons Hill trails from dusk until dawn**

B. Petrie stated that the Planning and Zoning Commission had recommended the Board of Selectmen adopt a policy closing Five Mile Rock and Commons Hill trails from dusk until dawn. J. Bendoraitis asked how the policy would be enforced and stated he would not feel comfortable approving the policy without seeing it in writing.

NO ACTION TAKEN

**7.7 Heating issues at Senior Center**

D. Battye said there is an ongoing issue with an air handler at the Senior Center. She stated that Lessard and Mega Mechanical had worked on it, but the issue is persisting. She said the facilities director must manually start the heater every day. There have been issues with the unit since the center opened. She asked for the Board of Selectmen to consider purchasing a new unit which

would likely cost about \$2,000.00. The Selectmen decided to wait for the results of a visit from a plumber which may address a water issue with the vent pipe.

#### NO ACTION TAKEN

#### **7.8 Charter Implementation**

B. Dennler stated that First Selectman-elect K. Cwikla, Town Clerk Mary Ellen Wieczorek, and himself had met with attorney Catherine Marrion regarding implementation of the Charter. He said that there will need to be a special election before May 29 to elect two additional Selectmen and noted that scheduling will need to consider the 2020 presidential primary and an expected special election for the 48<sup>th</sup> state legislative district. K. Cwikla also noted that May 29 is the same week as Memorial Day which could create scheduling issues if they waited until that week to hold the referendum.

B. Dennler also said they had found a typo in the Charter regarding the Water Pollution Control Authority which would make it a seven- instead of a five-member Board. That would create increased quorum difficulties for the WPCA. He said there may need to be a special town meeting in January to reestablish the WPCA as a five-member Board.

#### NO ACTION TAKEN

#### **7.9 2020 Meeting Schedule**

B. Dennler presented potential meeting schedules. The incoming Board of Selectmen decided they would continue to meet on Tuesdays but would move the regular meeting time to 5:00 PM.

*B. Petrie MOVED to approve the 2020 Board of Selectmen meeting schedule as included as attachment A to these minutes. G. Coutu SECONDED.*

MOTION CARRIED 3:0:0

#### **7.10 Dry Hydrant at Savin Lake**

B. Petrie said the State is requiring an agreement through the Department of Agriculture and the Town to install a dry hydrant at Savin Lake.

A. Olenick said the LVFD had received a DEEP matching grant for a dry hydrant at Savin Lake and Red Cedar Lake. The LVFD would pay its portion of the grant, but the First Selectman must sign the agreement for use of the land. He said they had only received the Savin Lake agreement so far.

*J. Bendoraitis MOVED to authorize the First Selectman to sign the Savin Lake Dry Hydrant agreement. B. Petrie SECONDED.*

MOTION CARRIED 3:0:0

#### **8.0 Old Business**

**Discuss and act upon:**

#### **8.1 FEMA update**

B. Dennler briefed the incoming Selectmen on the FEMA process for the September 2019 storm and noted that K. Cwikla had participated in a meeting with the newest FEMA representative this week. This is the Town's fourth representative assigned by FEMA since February. He said they expect the funds for the remaining non-bridge work to be obligated soon, but the bridges on Smith and Randall Road continue to be an issue. He said FEMA informed them last week that the funding would be considered 'state funding' even though it is through a federal program; state funding requires an additional DEEP certification which may end up requiring a flood plane management study at both locations. He said that would be time-consuming and expensive according to engineering consultant Brandon Handfield who was present at the meeting. This would further delay the bridge replacements, potentially for another year or two. He said they would wait for B. Handfield to get a response from DEEP about the certification. K. Cwikla and B. Dennler both stated that based on the most recent conversation with FEMA, the Board of Selectmen may need to consider replacing the two bridges without FEMA assistance.

## **8.2 Approval of Holiday Hours for December 13, 2019**

B. Dennler said the Town employees holiday party would likely be on December 13, 2019 but had not finalized the details with the possible venue. He asked that they wait until the next meeting before approving holiday hours in case he needs to move the date.

## **NO ACTION TAKEN**

## **9.0 Adjourn**

The meeting adjourned at 8:55 PM.

Respectfully submitted,

Bernard W. Dennler III  
Administrative Assistant

*Please see the minutes of future meetings for any corrections hereto.*

## **BOARD OF SELECTMEN**

### **2020 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 5:00 pm, unless otherwise noted.**

January 7, 2020

February 4, 2020

March 3, 2020

April 7, 2020

May 5, 2020

June 2, 2020

July 14, 2020 \*

August 4, 2020

September 1, 2020

October 6, 2020

November 10, 2020 \*

December 1, 2020

\* Second Tuesday due to conflict

*Adopted by the Lebanon Board of Selectmen (11/12/2019)*