

**Board of Selectmen
Regular Meeting
JUNE 2, 2020 — 5:00 PM
TOWN HALL & TELECONFERENCE
MINUTES**

Members Present: First Selectman Kevin Cwikla, Selectmen Kathleen Smith and Glen Coutu

Others Present: Phil Chester (Town Planner); Emma Sousa (Assessor); Valerie Belles (Senior Accountant); Jay Tuttle (Highway Foreman); Bernard Dennler (Teleconference Host and Administrative Assistant) Tony Tyler (Friends of Lake Williams); Alan Olenick (Lebanon Volunteer Fire Department); Brandon Handfield (Yantic River Consultants)

1.0 Call to Order

Called to order at 5:04 PM

2.0 Public Forum

There was no public forum.

3.0 Correspondence

There was no correspondence.

4.0 Financials

4.1 Monthly budget reports

K. Cwikla asked if anything needed to be looked at specifically with the budget reports. V. Belles noted that the Fire Marshal budget is overspent. G. Coutu said the Fire Marshal should go to the Board of Finance.

5.0 Consent Agenda

G. Coutu MOVED to approve the Consent Agenda as presented:

5.1 Approval of Minutes

Approve the following minutes:

- a. Minutes of the May 5, 2020 Regular Meeting*
- b. Minutes of the May 21, 2020 Special Meeting*

5.2 Resignations

- a. Accept the resignation of William Meese (R) from the Board of Assessment Appeals, effective June 1, 2020*
- b. Accept the resignation of William Meese (R) from the Board of Education, effective June 1, 2020*

5.3 Appointments

- a. Re-appointment of James McCaw to the Inland Wetlands Commission with a term to expire 06/01/2023*

- b. *Re-appointment of Dean Gustafson to the Inland Wetlands Commission with a term to expire 06/01/2023*
- c. *Re-appointment of Carl Bender to the Inland Wetlands Commission with a term to expire 06/01/2023*

5.4 Approval of Tax Refunds

Jeff Glover	\$2.00
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K. Smith SECONDED.

MOTION CARRIED 3:0

6.0 New Business

Discuss and act upon:

6.1 Public Remote Access Software for Building, Planning and Zoning, and Assessor Departments

E. Sousa presented a Powerpoint on OpenGov software for use in the Building, Planning and Zoning, and Assessor Departments. The software would simplify the inter-departmental approval process and allow residents and contractors to access permitting information remotely. It would also allow for online payments, further reducing the need for individuals to visit Town Hall in-person. E. Sousa discussed the Access database the Town currently uses which needs to be replaced as it is maintained by former Selectman John Bendoraitis and cannot be maintained by another IT vendor. E. Sousa said the start-up costs would be \$16,160 plus \$14,600 for the annual fee.

K. Smith said it looks like the software would streamline the permitting process for both staff and contractors. G. Coutu said he recalls discussing the need for a long-term solution in the past. B. Dennler discussed the possibility that the start-up costs may be an eligible expense for reimbursement under FEMA due to COVID19 as it would drastically reduce the need for people to visit offices in person. J. Nowosad said adjusting permit fees could help offset the operating. The Selectmen requested a written proposal and quote. K. Smith asked for projections regarding how the permit fees could help offset the cost

NO ACTION TAKEN

6.2 Solitude Lake Management Contract for Lake Williams Milfoil Treatment

T. Tyler presented the contract and stated she understands the Board's priority is ensuring the contract language correctly describes the Town versus the Friends of Lake Williams costs for the treatment. K. Cwikla noted in the contract that the Town's expense will be \$6,375. He asked V. Belles whether there are enough funds in the Lake Williams Dam Account. She confirmed that the account has over \$24,000. B. Handfield confirmed that they do not currently anticipate significant repairs to the dam following this year's inspection. K. Smith said it looks like there will still be over \$11,000 after both the Lake Williams Dam inspection and milfoil treatments are paid.

K. Smith MOVED to authorize the First Selectman to sign a contract with Solitude Lake Management for Lake Williams Milfoil Treatment in the amount of \$6,375 from Account 100-00-000-2269-0000-0000. G. Coutu SECONDED.

MOTION CARRIED 3:0

6.3 DPW Equipment

J. Tuttle stated one truck is currently being repaired and one truck is set to be repaired soon. He expects each to cost between \$10,000 and \$15,000. If the trucks need to be replaced, each could cost over \$50,000. He said both trucks need to be replaced in the next couple years. There is \$70,000 left in the snow budget. He said the second truck will not be complete before the fiscal year ends. G. Coutu said the Selectmen need to inform the Board of Finance. The Selectmen and V. Belles discussed the need to document the start of this work before the end of the fiscal year and that these are qualified snow-related expenses. K. Smith said it looks like up to \$30,000 from the snow budget may still roll to fund balance. J. Tuttle said that is possible. K. Smith asked to have a proposal in writing regarding the truck work to show to the Board of Finance.

J. Tuttle said one of the roadside mowers is down. A mower head needs to be replaced which costs about \$15,000. He said it would be almost impossible to keep up with the town's roadside mowing with only one mower. G. Coutu suggested getting Board of Finance approval to use the remaining funds from the Snow budget to pay for it. K. Smith agreed that this would be the cleanest way to fund it.

J. Tuttle also raised the possibility of purchasing a road grader. He said this is an essential need to maintain dirt roads into the future. He said there is a grader available to purchase in Tennessee. J. Tuttle said there are also some repairs needed for a bucket loader that was damaged in North Lebanon Cemetery. The cost would be \$2,500. The Selectmen also discussed the repairs to the Senior Center parking lot drainage. K. Smith asked to confirm that the walkway work will be included in this work. J. Tuttle affirmed that it is part of the planned work.

G. Coutu MOVED to add the following items under New Business: Accept Resignation of Colleen Meese (R) from the Library Board of Trustees, effective June 1, 2020; Discuss and Act Upon: Invoice from Kropp for Services at North Lebanon Cemetery; Discuss and Act Upon: Summer Dancefest Fireworks Contract 2021; Discuss and Act Upon: WeatherWorks 2020-2021 Contract. K. Smith SECONDED.

MOTION CARRIED 3:0

6.4 Accept Resignation of Colleen Meese (R) from the Library Board of Trustees, effective June 1, 2020

G. Coutu MOVED to accept the resignation of Colleen Meese (R) from the Library Board of Trustees, effective June 1, 2020. K. Smith SECONDED.

MOTION CARRIED 3:0

6.5 Discuss and Act Upon: Invoice from Kropp for Services at North Lebanon Cemetery

The Selectmen discussed the fuel spill at North Lebanon Cemetery. G. Coutu expressed his frustration that the accident occurred. He noted it would have cost less to contract out for the work at the cemetery. He suggested the Town may be able to claim some of the expenses from CIRMA. G. Coutu said the Town must overexpend the DPW operational budget. K. Smith agreed.

G. Coutu MOVED to pay Kropp Environmental for the invoice of \$11,496.02 and for the bill be paid out of the DPW operational budget and to inform the Board of Finance that the account would be over expended. K. Smith SECONDED.

MOTION CARRIED 3:0

6.6 Discuss and Act Upon: Summer Dancefest Fireworks Contract 2021

K. Cwikla said the due to COVID19, the fireworks show would be postponed to 2021 and the balance from the existing deposit applied to the next year. He requested authorization from the Board to sign the contract.

G. Coutu MOVED to authorize the First Selectman to sign the Atlas Fireworks contract applying the payment for cancelled 2020 fireworks to a 2021 show. K. Smith SECONDED.

MOTION CARRIED 3:0

6.7 Discuss and Act Upon: WeatherWorks 2020-2021 Contract

K. Cwikla said the contract for the weather update service used by the Town and Department of Public Works needs to be renewed and he requested authorization from the Board to sign the contract.

G. Coutu MOVED to authorize First Selectman to sign the 2020-2021 WeatherWorks Contract. K. Smith SECONDED.

MOTION CARRIED 3:0

7.0 Old Business

Discuss and act upon:

7.1 Verizon Cell Tower Shed

The Selectmen reviewed a quote for \$5,000 for the construction of a new shed to house the Town's radio equipment at the new Verizon Cell Tower. K. Smith asked V. Belles if there is still \$8,000 in the Verizon Radio Infrastructure Account. V. Belles confirmed that there is.

K. Smith MOVED to approve the quote from HighLine Cranes and Rigging for the radio infrastructure shelter at the Verizon Cell Tower site up to \$5,000 with funds to come from Account 247-00-000-2701-0001. G. Coutu SECONDED.

MOTION CARRIED 3:0

7.2 Dry Hydrant at Savin Lake Contract

A. Olenick requested the Board authorize the First Selectman to sign a contract with the Department of Agriculture for the Dry Hydrant at Savin Lake. G. Coutu mentioned the previous Board of Selectmen had worked on this topic. He asked if there was an expense to the Town. A. Olenick said the LVFD had a matching grant from the state and the LVFD would cover the funds for them.

G. Coutu MOVED to authorize the First Selectman to sign the contract with the Department of Agriculture for the dry hydrant at Savin Lake. K. Smith SECONDED.

MOTION CARRIED 3:0

7.3 FEMA Update

B. Handfield said the Smith Road bids are due Thursday. He expected around 10 bids based on the number of contractors who attended the mandatory pre-bid. He noted there is a delay on getting Randall Road out to bid as there are issues with precast procurement currently. He said the wingwalls in the plans are being adjusted to be more flexible with their options for precast culverts. He said he anticipates being ready to go out to bid at the end of June.

NO ACTION TAKEN

7.4 COVID19 Operations Update

K. Cwikla said the Town Hall had reopened to the public on an appointment basis. A drop box and doorbells have been installed. Appointments are scheduled by the individual departments. A log is being kept of all people who enter the building to simplify the state's contact tracing efforts.

NO ACTION TAKEN

8.0 Approval of Minutes

- a. Minutes of the April 28, 2020 Special Meeting (G. Coutu not present)

K. Cwikla MOVED to approve the minutes of the April 28, 2020 Special Meeting. K. Smith SECONDED.

MOTION CARRIED 2:0 with G. Coutu abstaining

G. Coutu MOVED to enter Executive Session at 6:38 and to invite attorney Catherine Marrion of Waller, Smith, and Palmer to participate by phone. K. Smith SECONDED.

MOTION CARRIED 3:0

9.0 Executive Session

9.1 Executive Session : Discussion on security, safety, and operations during COVID19 Pandemic

9.2 Executive Session: Discussion regarding Lebanon Green Litigation/Attorney-Client Communication

The Executive Session ended at 7:20 PM. Catherine Marrion was not available and did not participate by phone.

10.0 Adjourn

The meeting adjourned at 7:20 PM.

Respectfully submitted,
Bernard W. Dennler III
Administrative Assistant