

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

Members Present: First Selectman Kevin Cwikla; Selectmen Kathleen Smith and Glen Coutu (arrived at 5:25 PM)

Others Present: Valerie Belles (Senior Accountant); Phil Chester (Town Planner); Bob Cady (Lebanon Volunteer Fire Department); Jason Nowosad (Facilities Director); Brandon Handfield (Yantic River Consultants)

1.0 Call to Order

K. Cwikla called the meeting to order at 5:05 PM.

2.0 Public Forum

There was no public forum.

3.0 Correspondence

3.1 Resignation from Donna Koenig on the Rails to Trails Committee

The Selectmen acknowledged the resignation of Donna Koenig.

3.2 Police Activity Report

The Selectmen reviewed the report.

4.0 Financials

4.1 Monthly budget reports

The Selectmen reviewed the reports. K. Cwikla asked Senior Accountant V. Belles if there were any outliers that she has observed. V. Belles said no. K. Smith asked when there would be a projection on possible surplus. V. Belles said that projections about surplus or deficit would come closer to the end of May.

5.0 Consent Agenda

K. Smith MOVED to accept the Consent Agenda as presented

5.1 Approval of Minutes

Approve the following minutes:

- a. Minutes of the March 30, 2020 Special Meeting*
- b. Minutes of the April 6, 2020 Special Meeting*
- c. Minutes of the April 7, 2020 Regular Meeting*
- d. Minutes of the April 7, 2020 7:00 PM Special Meeting*
- e. Minutes of the April 9, 2020 Special Meeting*
- f. Minutes of the April 13, 2020 Special Meeting*
- g. Minutes of the April 21, 2020 Special Meeting*

5.2 Resignations

- a. *Accept the resignation of Donna Koenig from the Rails to Trails Committee, effective April 27, 2020*

5.3 Approval of Tax Refunds

| | |
|-----------------------------|----------|
| JP Morgan Chase Bank NA | \$64.56 |
| Hyundai Lease Titling Trust | \$567.18 |
| Walking Path LLC | \$8.51 |

K. Cwikla SECONDED.

MOTION CARRIED 2:0

6.0 New Business

Discuss and act upon:

6.1 Adopting a Resolution to apply for an Affordable Housing Grant

P. Chester stated that the Connecticut legislature has required that all towns have an affordable housing plan by 2022. He said SECCOG has offered to conduct these plans for each town and has asked the Town to apply for \$5,000 under the grant. The grant does not require the town to put up matching funds.

K. Smith MOVED to adopt a Resolution authorizing the Town to apply for the Affordable Housing Grant. K. Cwikla SECONDED.

MOTION CARRIED 2:0

6.2 2020-2021 Winter Season Salt Contract

Highway Foreman J. Tuttle said the Town had used DRVN Enterprises for many years. As previously discussed, they ran into some issues recently with the location where they keep their salt supply. J. Tuttle said they had received an extension and can continue to provide services for the Town. K. Smith asked about the price. J. Tuttle confirmed it was \$65 per ton. K. Cwikla asked how it is budgeted for. J. Tuttle said they budget for 1000 tons. He said unlike the state contract, DRVN does not hold the Town to a certain tonnage.

K. Cwikla MOVED to extend the contract for salt supply through DRVN Enterprises for the 2020-2021 Winter Season. K. Smith SECONDED.

MOTION CARRIED 2:0

6.3 TIP Expenditure for UPS Radio Infrastructure

B. Cady of the Lebanon Volunteer Fire Department said there is a new Verizon Cell Tower and the Town will need to install new radio equipment for use by the Town, Schools, and Fire Department. He said the UPS equipment he is proposing the Town purchase would have a runtime of about one hour. K. Smith asked how many units they would need to purchase at \$2,500 apiece. B. Cady said they need just two units. The Selectmen agreed to take these funds from TIP and to use the funds from the Verizon lease for the site toward the new building that will need to go at the location.

K. Cwikla MOVED to authorize the expenditure of up to \$5,500 from TIP for the purchase of UPS Radio Infrastructure. K. Smith SECONDED.

MOTION CARRIED 2:0

6.4 Possible award of contract for utility field project

G. Coutu arrived at 5:25 PM. J. Nowosad presented the received bids for the utility field project that had been approved at Town Meeting. He said all bids except for one are below the budget that had been approved for this project. He said he was hoping the bids would come in a bit lower which would give the Town more cushion to do some additional fencing work around the field. The two lowest bids were from Milton C. Beebe and Sons at \$193,604 and Zlotnick Construction Inc. at \$187,330. K. Smith asked how much was left in the account that had been approved at Town Meeting. V. Belles said the current balance is about 197,000.

K. Smith MOVED to award the contract for the utility field project to Zlotnick Construction Inc at \$187,330.00 with funds to come from the Aspinall Soccer Field Account 220-00-206-2712-0010-0000. G. Coutu SECONDED.

MOTION CARRIED 3:0

6.5 Bonding Plans for various projects

V. Belles said last year's Bond Authorization Note is coming due in July, according to the Town's bond agent. She said the Town can now bond it with a 15-year bond or reissue BANs for another year. She said the timing is tight to go into the open market for bonding. G. Coutu asked what was put in the budget for next year. She said the next budget has \$200,000 which is consistent year-to-year. She said the historical plan was to do a fifth BAN. She said she can get more specific numbers if the Selectmen provide a direction on whether they want to continue with another BAN or go out to bond. K. Cwikla said they would keep with the plan and move to the next BAN.

7.0 Old Business

Discuss and act upon:

7.1 Approving Smith Road Project to Go Out to Bid

B. Handfield said he has received prevailing wage rates and completed the bid documents. K. Cwikla asked what the date would be to open the bids. He said that the date in the bid documents is June 4 which would allow time for an on-site pre-bid meeting. K. Cwikla asked if they would still be on a 90-day time frame for construction. B. Handfield said yes. K. Smith asked when they could expect the road to be ready to open. B. Handfield said the bridge should be ready by November 1.

K. Smith MOVED to approve the Smith Road bridge project to go out to bid. K. Cwikla SECONDED.

MOTION CARRIED 3:0

7.2 COVID19 Operations Update

K. Cwikla said he continues to meet with the emergency management team weekly. He cautioned that the information presented by the state indicates that this region of the state has yet to see its peak. The town is currently at 15 cases. He said the Town is examining ways to open up more services at Town Hall following Memorial Day, pending state guidance.

8.0 Approval of Minutes

- a. Minutes of the April 28, 2020 4:00 PM Special Meeting (G. Coutu not present)

K. Smith MOVED to approve the Minutes of the April 28, 2020 Special Meeting. K. Cwikla SECONDED.
MOTION CARRIED 2:0 with G. Coutu abstaining

9.0 Executive Session

The Selectmen agreed they did not need the Executive Session as warned on the agenda.

9.1 Executive Session for purpose of discussing security, safety, and operations during COVID19 Pandemic

No Executive Session was held.

10.0 Adjournment

The meeting adjourned at 5:39 PM.

Respectfully submitted,
Bernard W. Dennler III
Administrative Assistant