

**Lebanon Board of Finance
Minutes of November 12, 2009
Regular Meeting**

Members Present: Liz Charron, Chairman, Glenn Coutu, Linda Finelli, Gregg Lafontaine, Lori Wesolowski

Members absent: Betsy Petrie, Chuck Haralson(alt.), Phil Johnson (alt.), Albert Vertefeuille(alt.)

Item A. Call to Order

The meeting was called to order at 7:30 p.m. by Liz Charron, Chairman.

Item B. Introduce New Members

Dave Geligoff was introduced as a newly elected member to the board.

Item C. Minutes of Previous Meetings

L. Finelli moved to accept the minutes of the October 8, 2009 Regular Meeting. Motion seconded by G. Lafontaine. Motion passed unanimously.

L. Finelli moved to accept the minutes of the October 20, 2009 Special Meeting. Motion seconded by G. Lafontaine. Motion passed unanimously.

Item D. Correspondence:

A letter addressed to Joyce Okonuk from the State of CT DEP was added to correspondence.

G. Lafontaine moved to take up Item G.1. under New Business. Motion seconded by L. Finelli. Motion passed unanimously. Discussion was tabled until all presenters from the Board of Education arrived.

G. Lafontaine moved to take up Item G.2. under New Business. Motion seconded by L. Finelli. Motion passed unanimously.

Item G. 2. Update on Library activities, including the asbestos abatement project and the Strategic Plan.

The Library Board provided information on the need to adopt a long range strategic plan. Such a plan is necessary in order to qualify for any grant money that may be available from the State. The board is looking for input to develop a long range plan on three levels: Facilities, Programming and Technology.

The Library board requested approx. \$3,300 to cover health insurance premiums that came in more than the amount budgeted. In response to the request, the BOF asked that this amount come from the present year operating budget and asked the Library Board to make the necessary adjustments for this.

(G. Coutu arrived at 7:43 pm)

The BOF was provided an update on the asbestos abatement project. Books will be moved out of the library during the week of November 23rd. The asbestos abatement will take place from

November 30th – December 4th and will be followed by painting and preparation for books to be moved back in. The project should be completed by year end.

G. Lafontaine moved to take up Item G.1. Motion seconded by L Finelli. Motion passed unanimously.

Item G. 1. Consider and act on critical property expenses at schools

The BOF was updated on a critical situation with the hot water heater at Lyman. The heater is 18 yrs old and is leaking water. Cost estimates were provided which ranged from \$10,500 - \$76,300 and covered a variety of options for fixing and/or replacing the heater. All options will be reviewed by a mechanical engineer within the next few days and the work will go out to bid with three/four vendors. The BOF agreed that the TIP fund may be an option for funding the cost if on the lower side of the estimates. The situation will be fixed as soon as possible. The second situation is that a water purification/chlorination system must be installed at LMHS. The cost for this would be approx. \$15,000. This will be added to capital items for the next budget season.

(resume agenda)

Item E. Monthly Expenditures/Revenues/Payment of Bills

Revenue and Expense Reports were distributed for the period of July 1, 2009 through October 31, 2009.

Revenues for the period ending October 31, 2009 total \$13,984,702.

Tax collections total \$7,332,428 or 52.95% of the total.

Education Cost Sharing revenue is due in the months of October, 2009; February, 2010; and May, 2010. The first check was received and deposited on November 3rd in the amount of \$1,171,899.

The transportation revenue is paid in May, 2010.

The vocational revenue is expected in December, 2009. A check in the amount of \$154,431 was received and deposited on November 10th. This is \$16,221 more than the budgeted amount.

The first school tuition revenue is expected in November, 2009, with additional revenue expected in February, May, and June, 2010.

Tuition payments were received and deposited on November 3rd in the amount of \$119,880.

Expenses for the period ending October 31, 2009 total \$7,511,498. This is 33.44% of the total budget.

Department 400, Legal Counsel has expended 52% of budget through the first four months.

Costs in the amount of \$8,585 are associated with the tax sale and will be booked to the Tax Collector budget. The BOF questioned the bill recently received from the Attorney handling the tax sale. This should have been booked to the prior fiscal year but the bill was just received.

The BOF Chairman will request that the Tax Collector contact the Attorney to discuss the late billing and request that in the future, bills be submitted in the fiscal year in which the expenses were incurred.

Department 415, Computer Service has expended 53% of budget in the first four months.

Annual payments to Quality Data for the tax department and fifty percent of the annual payments for the assessor are paid in the first quarter.

Department 418, Insurance has expended 52.71% of budget in the first four months. Payments for the second quarter for Workers Comp and Property, Auto and Liability have been paid.

Department 425, Building has expended 47% of salary budget in the first four months which includes \$1,971.60 of vacation pay for J. Gilbert at her retirement. It was verified that the union contract allows for up to 15 days of vacation to be carried over from prior years and any unused time is to be paid at time of separation.

Discussion on agenda Item F. 1. was tabled until all members of the WPCA were present.

Item F. 2. Discuss next steps for developing an ordinance to split the budget vote

954 yes votes and 390 no votes were received on the question of developing an ordinance to split the budget vote. The BOF will look to set up a special meeting to discuss and draft an ordinance for consideration along with proposed policies and procedures. The Selectman's office will contact other charter towns to get copies of their ordinance and the policies that they use.

Item F. 3. Consider and act on process and calendar for budget for 2010-2011 FY

The board would like to continue with the process and calendar devised for the last budget season. A budget calendar and dates will be drafted.

G. Coutu moved to take up Item G. 4. Motion seconded by L. Finelli. Motion passed unanimously.

Item G. 4. Consider and act on a calendar for regular Board of Finance meetings in 2010

G. Coutu moved to accept the meeting calendar as presented. Motion seconded by L. Finelli. Motion passed unanimously.

G. Lafontaine moved to take up Item G. 5. Motion seconded by L. Finelli. Motion passed unanimously.

Item G. 5. Consider and act on audit quote for FY 09-10 and FY 10-11

G. Lafontaine moved to accept the audit quote received from Stephen Hopkins. Motion seconded by L. Finelli. Motion passed unanimously.

(resume agenda)

Item G. 3. Consider and act on funding for the Tobacco Street bridge.

J. Okonuk updated the board on the costs for replacement of the Tobacco Street bridge. Construction costs would be \$763,000 and would be fully funded by the State of CT. The design cost, which would be approx. \$60,000 - \$80,000 would need to be paid by the town. LOCIP funds could be used to fund the design cost.

G. Lafontaine moved to request the Board of Selectmen to call a Special Town meeting for the purpose of authorizing the First Selectman to enter into a contract with the State of CT for replacement of the Tobacco Street Bridge with construction costs not to exceed \$763,000, funds to come from the State of CT Fix It First funds and a town obligation of up to \$80,000 in design costs with funds to come from Acct. #5314 Highway Road and Bridge Plan in the Capital Reserve fund. Motion seconded by G. Coutu. Motion passed unanimously.

G. Coutu moved to take up Item F. 1. Motion seconded by L. Finelli. Motion passed unanimously.

Item F. 1. Update on the Amston Lake Sewer Project, including a discussion on the use of the capital account for this project

Members of the WPCA reviewed the timeline they are working with. A Consent letter has been drafted to the DEP and is due to be signed by December 1, 2009. This letter must be signed by the Board of Selectmen and legally binds the town to commit to the project and work within the designated timeframe. The WPCA is looking for a budget and funds to begin work. They will be hiring a consultant to redo the 2007 study and provide better information on the costs associated with this project. The 2007 study projected costs to be \$4.7million. The WPCA is requesting \$25,000 to prepare an RFP and obtain information on costs of the project by Jan 1st. Discussion took place regarding the use of funds that remain in the capital account by the WPCA and PZC. The Board would like to have more information from PZC on their plans and timeline related to the zoning ramifications of this project.

G. Lafontaine moved to amend Item F. 1. under Old Business to include the wording “consider and act” on additional funding for WPCA. Motion seconded by G. Coutu. Motion passed unanimously.

G. Lafontaine moved to authorize the overexpenditure of Acct. #437 Water Pollution Control in order to fund the cost of a feasibility study required to meet the timeline of the state funded project. Motion seconded by L. Wesolowski. Motion passed 3 ayes to 2 naves, (G. Coutu, L. Finelli)

H. Adjourn

L. Finelli moved to adjourn the meeting. Motion seconded by G. Coutu. The meeting was adjourned at 10:34 pm.

Respectfully submitted,

Lori-Ellen Wesolowski
Board Secretary