

Lebanon Board of Finance
Minutes of February 17, 2015
Regular Meeting

Members present: Liz Charron, Betsy Petrie, Philip Johnson, Gregg Lafontaine

Alternates present: Diane Malozzi, Ed Tylor, Devin Cwikla

Absent: Meghan Bruce, David Scata

Also present: Selectmen Linda Finelli, Veronica Calvert, Finance Director, Phil Chester, Town Planner, Brandon Handfield, Public Works Director

Item A. Call to Order

The meeting was called to order at 7:00 pm by L. Charron. Ed Tylor will sit for David Scata. Diane Malozzi will sit for Meghan Bruce. Kevin Cwikla will sit for Phil Johnson until his arrival

Item B. Minutes

January 20, 2015, Regular Meeting

February 10, 2015, Special

Betsy Petrie made a motion to approve the minutes of January 20, 2015, Regular Meeting. Seconded by Devin Cwikla. Motion passed with Liz Charron abstaining.

Phil Johnson arrived at 7:05

Gregg Lafontaine made a motion to approve the minutes of February 10, 2015, Special Meeting. Seconded by Diane Malozzi. Motion passed with 2 abstaining, Betsy Petrie and Phil Johnson.

Item C. Correspondence

None

Item D. Public Comments

David Benjamin of Geer Road distributed information on plowing at the schools. He identified several deficiencies in the contractor, including that the contractor is not licensed in the State of Connecticut. The snow removal contract is more than \$35,000 more than last year yet the job being done is poor. Mr. Benjamin stated he took pictures today at 11:00 at one of the schools, and no plowing had been done. The Chairman encouraged Mr. Benjamin to bring these matters to the attention of the Board of Selectmen as they awarded the contract. Liz Charron thanked Mr. Benjamin for bringing the information.

Item E. Monthly Town Reports for Fiscal Year 2014-2015 Expenditures, Revenue TIP/SIP, Contingency Balance, and Fund Balance

Financial reports as of January 31, 2015 were reviewed. Veronica Calvert noted that account #446, Paramedic Program, will have shortfall. The Solid Waste Facility indicates that they will have to do some road repairs in the spring. Discussion if any road repairs should come out of their operating budget or TIP. Gregg Lafontaine questioned if they had any funds left. Phil Johnson questioned that Board of Selectmen budget only has 40% left in their budget. V. Calvert will discuss with them. Gregg Lafontaine asked if any department doesn't think they are on track to discuss with Veronica. Polices Services – do not usually get bill until the end of the year.

Motion made by Phil Johnson to move up item F 1 under New Business. Seconded by Ed Tylor. Motion passed unanimously.

1. Information for BOF – Director of Public Works status of Department 433 Snow Removal Budget.

Brandon Handfield informed the Board that Account 433 Snow Removal will be over budget approximately \$75,000.00. This is just an estimate. The number of hours worked due to storms being on weekend days has driven up the snow removal budget. Brandon was thanked by the Board for the work done on snow removal this winter. Phil Johnson questioned the remaining payments for the Board of Education snow removal. There is one for snow control and one clean up payment outstanding. No action taken on Item 1 New Business.

Agenda resumed. Revenues compared with last year only a few points off. Phil Johnson questioned when do we realize the interest income from investments. V. Calvert noted there are still some accounts that need to be reconciled and that is when the interest income is recognized.

TIP Account – Linda Finelli reported that they are still in the process of finding an electric stove for the Fire Safety Complex. Linda cited numerous issues with a gas stove.

Discussion regarding the funds necessary for the demolition of two properties in town. It is believe that funds are available in the capital budget for this project and it will not have to be funded from contingency. Will get confirmation on that.

Item F. New Business

2. Discuss and act on a request form the Director of the Senior Center regarding a Title III grant from the Norwich Senior Resources Office.

Darcy Battye discussed the program Mind Matters. This is a program that would begin in the fall if the grant is received. There would be no impact on the Senior Center operating budget if the grant is received. This program would be for one year. Board members appreciated that Darcy brought the information and the heads up on this program, though it was felt that no action

would be necessary on the part of the BOF specific to this grant since the grant will have no impact on the operating budget.

3. Discuss Department 461 Planning & Zoning 2015-2016 Budget Request and the Conservation Commission Open Space Fiscal Year 2015-2016 capital request.

James Jahoda, Chair of Planning & Zoning discussed that there will be less than \$1,000 increase in funding for their budget his year. There is a request for the land use secretary to cover for vacation and sick time. There is a request for a 2% increase in salary for Town Planner. However, they can reduce legal and advertising to cover most of this. No increase in inland wetlands account. Phil Chester noted that the solar development at Williams Crossing has the potential to be the 2nd highest tax payer. Phil discussed the soft costs involved in having a property be considered for use as open space. Oliver Manning, James Jahoda and Jan Fitter discussed how the open space has had a lot of activity this past year. The State has been very generous in committing funds to Lebanon for open space. Open Space is asking for \$100,000 for their budget. Robin Chesmer, James Smith, and Oliver Manning discussed that Lebanon has been enhanced by open space. There has been very small investment by the Town to preserve farm land, Hartford supports this program for now and we should take advantage of this.

4. Discuss and act on a Board of Selectmen request to over-expend in Department 401 Selectmen FY 2015 budget for admin/clerical

Linda Finelli reported that there are 24 years of records to be gone through and perhaps shredded. The Board of Selectmen is proposing hiring someone at \$12.49 per hour, for 40 hours. The Board of Finance felt that there should be \$500 in some budget that would cover this expenditure and the BOF would not take action on this matter.

5. Discuss small/static Fiscal Year 2015-2016 Budget Requests

Following discussion it was determined that the following departments did not need to present their budgets unless they wanted to:

- 403 Probate Court
- 405 Bd. Of Finance
- 408 Bd Assessment
- 411 Auditor
- 412 Town Report
- 424 Burning Official
- 425 Building Official
- 429 Tree Warden
- 434 Street Lights
- 443 Public Health Nurse
- 448 United Services

455 Special Events
464 Zoning Bd. Of Appeals
465 Economic Development
467 Inland Wetlands
469 Conservation Commission

Some areas will need to be seen to discuss their capital budgets (status of this year's appropriations and requests for next fiscal year): Cemetery Commission, Fire Dept. Veronica will re-notify departments of schedule. The schedule of special meetings was discussed. Wording of meeting warning was discussed. There will be opportunity at the special meetings for public comment.

6. Discuss and act on school building projects

Liz Charron gave the historical background information on this item. No invoice has been received from the State. V. Calvert will contact State for an invoice. Phil Johnson will look at the information received.

G. Other

Betsy Petrie made a motion to add to the agenda Discuss and act upon request from the Tax Collector for \$7,500.00 for legal expenses. Seconded by Ed Tylor. Motion passed unanimously.

Tax Collection, Joyce Hofmann, was contacted by phone for information regarding this request. Atty. Anderson had presented legal services bill recently for the 2014 tax sale. The actuals on budget discussed. \$15,000.00 had already been authorized. It was felt that the current allocation of \$15,000.00 be used to pay the expenses associated with the 2014 tax sale. That the BOF will evaluate in another 30 days to 60 days to determine if funds are available for current year.

Liz Charron noted that the Charter Revision Commission is meeting on Monday.

Question of rescheduling next Tuesday special meeting for Board of Finance with the Board of Education. Liz will follow up with the BOE and BOF.

H. Adjourn

Gregg Lafontaine made a motion to adjourn the meeting. Seconded by Phil Johnson. Meeting adjourned at 8:55 pm.

Respectfully Submitted,

Kathleen E. Chapman

Board of Finance Clerk