

Lebanon Board of Finance
Minutes of November 20, 2012
Regular Meeting

Members present: Liz Charron, Chairman, Donald Anderson, Greg Lafontaine, Betsy Petrie, and David Scata

Alternates present: Diane Malozzi, Edward Tylor

Members absent: Glen Coutu, Chuck Haralson

Also present: Veronica Calvert

Member of the Press

Item A. Call to Order

The meeting was called to order at 7:00 p.m. by L. Charron.

Diane Malozzi to sit for Glen Coutu

Item B. Review and Consider Accepting Minutes of previous Meetings

David Scata made a motion to accept the minutes of October 16, 2012 Regular Meeting minutes. Seconded by Diane Malozzi. Motion passed unanimously.

Item C. Correspondence

An e-mail from Cynthia Mello has been received and will be discussed under item Other.

Item D Monthly Expenditures

TOWN

Veronica Calvert distributed the monthly Expenditure Report as of 10/31/12. Account #Switchboard annual invoice has been received. There is \$3,123.00 remaining in this account. Account 424 Burning Officials numbers have been corrected from last month. There was an error in the formula that would show percentage remaining.

Revenue

List of YTD Revenues for FY 2013 as of 10/31/12 was distributed. Everything is the same except for revenue received in Vocational Agriculture of \$160,000.00 which is an increase.

David Scata made a motion to authorize the payment of \$5,000.00 to Auditor Stephen Hopkins. Motion was seconded by Gregg Lafontaine. Motion passed unanimously.

Edward Tylor questioned what size the generator for the Senior Center would be. What size will impact usage, fuel etc. Has to be sized correctly. Liz Charron noted that issue will not be addressed tonight. Senior Center Coordinator Darcy Battye will address that with the Board of Selectmen. Donald Anderson

noted that the High School is designated as the emergency shelter. Chairman indicated this would be covered under other.

Item E Subcommittee Updates:

Capital

Has not met, nothing to report.

Policies and Procedures

Gregg Lafontaine reported this subcommittee has met and has a recommendation regarding public participation on agendas of monthly meetings

Gregg Lafontaine made a motion to initiate the following policy for public participation during meetings; each regular meeting of the Board of Finance shall include a time for public comment – not to exceed 30 minutes; individual speaker not to exceed 2 minutes. Seconded by Diane Malozzi.

Discussion – where would this public comment fall in the agenda. The chairperson would decide where to put on agenda. It was suggested to continue with present practice that public comment would be for information gathering and not be a dialogue back and forth. Intent of this policy is to develop public comment. Protocol would be established by chairperson. Greg Lafontaine suggested to have public comment following communication item on agenda. Greg volunteered to be the time keeper. Donald Anderson suggested to have a sign in for the public if there were many people who wished to comment, the BOF did not feel this was needed. Motion passed unanimously.

Greg Lafontaine distributed a draft/proposed schedule of meetings for the upcoming budget process. Budget packets need to be returned to the Board of Finance by January 7, 2013. There are some proposed dates that need to be adjusted. Greg will update and redistribute. Veronica will coordinate what groups to attend each meeting. It was suggested to have two hour meetings. Preliminary report from Board of Education needs to be scheduled. Budget information will be distributed to boards, departments and commissions.

Investment Committee did not meet, nothing to report.

Item F New Business

1) Consider and act on a 30 day extension to the State for the Fiscal Year 2012 audit

Veronica is requesting this of the state as she feels the requested documents requested by the auditor will not be available in time.

Betsy Petrie made a motion to authorize a 30 day extension for the Fiscal Year 2012 audit.

Seconded by David Scata.

Diane Malozzi questioned if there is any penalty from the state for having an extension. No there is not. Motion passed unanimously.

2) Consider and act on the calendar for 2013 Regular Board of Finance Meetings

It was the consensus of the Board to continue with meeting on the third Tuesday of the month at 7:00 p.m.

Greg Lafontaine made a motion to approve the 2013 calendar meeting schedule. Seconded by Diane Malozzi. Motion passed unanimously.

3) Information for the Board of Finance – transfer of investment from Merrill Lynch accounts.

Veronica Calvert reported that Treasurer Jim Forrest is researching other brokerage firms. It was noted that the Town has no Investment Committee formed to make these types of decisions. The deadline for this is November 30th. The Treasurer is not due back until Monday. Veronica

feels that the transfer of firms can be done overnight via fax. Betsy Petrie noted that if the municipality is non charter, then the Treasurer can make the decision. Liz Charron noted that the fees charged by different firms should go out to bid. Veronica has researched other towns.

Other:

Greg Lafontaine made a motion to add to the agenda discussion of the e-mail from Cynthia Mello. Seconded by David Scata. Motion passed unanimously.

Greg asked if this e-mail has been forwarded to the Board of Selectmen. Yes it has been. Greg noted that it is not the role of the Board of Finance to choose what projects are to be funded. It is the responsibility of this board to use the funds requested for public safety items. Other concerns regarding opportunity for asking questions has been addressed tonight.

Betsy Petrie made a motion to add to the agenda discussion of next steps with the WPCA. Seconded by David Scata. Motion passed unanimously.

Liz Charron suggested that the WPCA join the December meeting, or hold a special meeting to address billing reports, financial monitoring, how will assessment and usage fees that will be received be recorded, etc. Discussion of how to set up meeting with WPCA. Suggested to have Joyce Hoffman also attend this meeting. Will need a plan from WPCA for this meeting. Consensus was to call a special meeting with WPCA.

David Scata made a motion to add to the agenda discussion of philosophy for the upcoming budget year. Seconded by Diane Malozzi. Motion passed unanimously.

Discussion of impact of state budget deficit and possible reduction in aid to municipalities. Revenues could be decreased from the state. Discussion of memo to go out with budget packets. Chairman will take thoughts of members and write a memo to accompany the budget packages.

Diane Malozzi made a motion to adjourn the meeting. Motion was seconded by David Scata. Meeting adjourned at 8:15 p.m.

**Respectfully Submitted,
Kathleen E. Chapman
Board of Finance Clerk**