

**Lebanon Board of Finance
Minutes of October 14, 2010
Regular Meeting**

Members Present: Liz Charron, Chairman; Glen Coutu; David Geligoff; Gregg Lafontaine; Betsy Petrie; Lori Wesolowski; Chuck Haralson (alt); Phil Johnson (alt); Susan Zickmann (alt)

A. Call to Order

The meeting was called to order at 7:30 pm by L. Charron, Chairman.

B. Minutes of previous meetings

B. Petrie moved to accept the minutes of the September 9, 2010 Regular meeting. Motion seconded by G. Coutu. Motion passed unanimously.

C. Correspondence – none received

(L. Wesolowski joined the meeting at 7:34 pm)

D. Monthly Expenditures/Revenues/Payment of Bills

G. Coutu moved to pay the partial billing submitted by Stephen Hopkins, Auditor for work completed on the 2009-2010 audit. Motion seconded by D. Geligoff. Motion passed unanimously. Jim Day, Town Accountant provided updated reports on ytd revenues and expenditures through 9/30/10. It was noted that the LVFD has made changes to the billing of paramedic services. Jim will contact them for explanation on the changes that were made.

B. Petrie moved to take up Items starting with F.1. under New Business. Motion seconded by G. Coutu. Motion passed unanimously.

(P. Johnson joined the meeting at 8:00 pm)

F.1. Discuss and act upon funding snow removal options for the Lebanon Public Schools.

The BOE subcommittee presented a packet of options for snow removal at the schools. Options included the cost to purchase a new truck and plow if the decision was made for the school to handle its own snowplowing. This would supplement the existing truck used by the school. Also included were proposals from potential subcontractors who could take over the job entirely.

G. Coutu moved to authorize the Board of Selectmen to solicit bids in order to outsource snowplowing for the school properties with funds to come from the Snow Removal account in the FY 2010-2011 budget. Motion seconded by G. Lafontaine. Motion passed with 5 ayes and 1 naye (B. Petrie).

F.2. Updates from Board of Education

a) Revenue for 2009-10 – A settlement was reached with the town of Columbia and a check has been received in the amount of \$88,887.96. This will be booked to the prior fiscal year 2009-10 tuition revenue. A handout was provided that shows projected tuition for the current fiscal year 2010-11 to be an excess of \$99,446.00 based on actual enrollment figures as of Oct. 1st.

b) Actuarial valuation – This is being worked on and will need to be completed by mid Nov.

c) Acceptance and use of federal funds – Federal fund money needs to be used for new jobs and can not be used to fund existing positions. Some new sections have been added and Instructional Assts. have been hired to supplement higher class sizes in the elementary school.

A reminder was provided to the BOE that the BOF had requested a quarterly report to show expenses and revenues year-to-date as compared to budget. The superintendent will look to provide an update with this information at the next meeting. It was noted that the wind turbine at the high school is ready to be operational now that the fence has been installed. The BOE also requested that the BOF pursue the creation of a TIP fund for their use for maintenance and repair items to buildings and grounds. This will be added to the agenda and discussed further at the November meeting.

F.3. Discuss and act upon request from the Board of Selectmen to appropriate funds for preliminary design and cost estimates for the expansion and/or addition to the Jonathan Trumbull Library.

Planning report shows needs assessment of the Library in service, technology and facilities. Recommendation shows the need for library improvements that can't be met in the existing facility. A request was made for the BOF to appropriate \$25,000 to fund preliminary design costs to be followed by the formation of a building committee. Question was raised about viability of renovating and improving the existing location compared to looking at an alternative location for the library. The BOS were asked to look for an area where funds could be pulled from in order to fund this request in the present fiscal year budget. Discussion was tabled for a future meeting.

F.4. Consider and act upon funding options for fixing two bridges within the town.

G. Lafontaine moved to rescind the motion made at the September 9, 2010 regular meeting regarding the funding for the bridge replacement projects. Motion seconded by G. Coutu. Motion passed unanimously.

The board discussed information received from bond counsel. For the town to issue temporary notes, general statutes require that the Town authorize bonds. The board discussed financing \$580,000 through bonding and covering the bond costs elsewhere rather than financing the costs. This information will be shared with bond counsel.

G. Coutu moved to resume agenda with items under Ongoing Business starting with E.1. Motion seconded by G. Lafontaine. Motion passed unanimously.

E.1. Update on consultant work in the Finance Office.

J. Day and J. Okonuk reviewed the issues and solutions being worked on by the consultants as well as recommended policies and procedures. The BOF will need to vote on approving procedures before they can be implemented. L. Charron, Chairman requested that the Town Accountant and First Selectman contact the Town Auditor about expanding the chart of accounts within the present software to include line items in the Capital Reserve fund before a new module is purchased from another company. Information gathered will be reviewed for approval at a subsequent meeting.

B. Petrie moved to amend the agenda to consider and act on a request for the BOS to open a cash concentration account. Motion seconded by G. Lafontaine. Motion passed unanimously.

B. Petrie moved to request the BOS to open a cash concentration account for the purpose of consolidating passbook and CD accounts as recommended by the Town Auditor. Motion seconded by G. Coutu. Motion passed unanimously.

E. 3. Update from WPCA.

Jason Hofmann, Chairman of the WPCA stated that the Engineering Joint Design Contract is being reviewed and will be ready to be signed by the WPCA. The first request for funding will be in the Nov/Dec timeframe. The BOF will need to be informed when funds need to be transferred to the WPCA budget to pay the expenses as they are incurred. A request for funds will be added to the agenda for the November BOF meeting at which time a fund will be established to receive the transfer of funds.

F. 5. Consider and act on budget adjustments for FY 2009-10.

G. Lafontaine moved to transfer \$63,882.00 from Acct #490, Contingency to the following accounts:

Acct #406 Finance Office	\$15,108.00
Acct #407 Tax Collector	\$19,970.00
Acct #437 Water Pollution Control Authority	\$26,626.00
Acct #455 Special Events	\$ 2,178.00

for the fiscal year 2009-2010. Motion seconded by D. Geligoff. Motion passed unanimously.

E. 2. Update on request for information on part time positions in town.

J. Okonuk distributed a worksheet that was prepared at the request of the BOF. The information showed all part-time employees in town with their respective pay rates and vacation and benefits received.

G. Other

The BOS were requested to provide and update on TIP expenditures to the BOF at the next regular meeting.

L. Charron provided an update on the meeting held with the Auditor and representatives from the Fire Dept regarding their annual audit. The Auditor has determined that the LVFD meets the definition of a "component" unit of the town and financial reports need to be included in the Town financial reports even though the LVFD is a separate legal entity. This should be shown as a "discreet fund" in the Town financial report since LVFD serves the Town of Lebanon.

The budget subcommittee was asked to work on a budget calendar for the next regular meeting. The board should also think about what position it wants to take on budget requests for the upcoming fiscal year.

The BOF will be posting for a replacement for the Recording Secretary since our current secretary has provided her intent to resign once a replacement has been found. All interested applicants will be considered for the position at that time.

H. Adjourn

D. Geligoff moved to adjourn the meeting. Motion seconded by B. Petrie. Motion passed unanimously. The meeting was adjourned at 10:22 pm.

Respectfully Submitted,

Lori-Ellen Wesolowski, Board Secretary