

Lebanon Board of Finance
Minutes of October 21, 2014
Regular Meeting

Members present: Liz Charron, Chairman, Betsy Petrie, David Scata, Meghan Bruce, Philip Johnson, Greg Lafontaine.

Alternates present: Diane Malozzi, Kevin Cwikla, Ed Tylor

Also present

Selectmen: Joyce Okonuk

Veronica Calvert, Finance Director, Brandon Handfield, Public Works Director, Maggie McCaw, Library Building Committee.

Item A. Call to Order

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

Item B. Minutes

August 19, 2014 – Regular Meeting. Philip Johnson made a motion to approve the minutes of August 19, 2014. Seconded by Betsy Petrie. Motion passed with David Scata, Philp Johnson and Meghan Bruce abstaining.

Item C. Correspondence

Letter received from Town Clerk noting that Kevin Cwikla was sworn in as an alternate member. Term of office is from October 9, 2014 – November 3, 2015. Kevin was welcomed to the Board.

Item D. Public Comments

None

Item E. Board of Education First Quarter Report for Fiscal Year 2014 – 2015 Expenditures

No member of the Board of Education was present. Phil Johnson had a question on the insurance line item for the Board of Education. Veronica Calvert will check on that line item.

Item F.

Town First Quarter Reports for Fiscal Year 2014 – 2015 Expenditures, Revenues, TIP/SIP, Contingency Balance and Fund Balance

Town expenses were reviewed. Switchboard account shows a deficit. The amount put in the budget was an estimate. Joyce Okonuk reported that next year services will be through a different company. There will be a decrease in this line item for next year. Other area towns are joining which may make the company eligible for a state grant. The deficit is noted in these minutes but no action will be taken tonight.

Question if line item 418 is for 6 months. Veronica Calvert will check to see what we are billed for. Item 415 was questioned – this is an up-front contract for services.

Question of line item 437 – WPCA. Question if expenses and revenue how that is working for WPCA. How close are they to becoming self-sufficient? They should provide a quarterly report and come to next Board of Finance meeting. Joyce Okonuk noted that WPCA has been served with a law suit on the order to connect. Their legal fees may be increased.

TIP Report – Veronica Calvert reviewed the commitments that are pending and what is uncommitted. SIP balance was reviewed. Surpluses will be adjusted when audited. Greg Lafontaine questioned the Sysco foods refund and the Mega Mechanical Services line item. Veronica will also check on these.

Meghan Bruce made a motion to move to item 1 under New Business up on the agenda. Seconded by Phil Johnson. Motion passed unanimously.

Item H. New Business

1. Information for the BOF – Status of Library Renovation Project.

Maggie McCaw from the Building Committee for the Library reported that last year a grant had been received from the State in the amount of \$1 million. The guidelines for this grant have been changed, and the committee is working on re-working the data needed. The grant would need to be used by November 2016. The Trumbull Trust has also generously pledged one million dollars toward the renovation project. This will be paid over five years with an additional \$200,000 to cover loan fees for that period. Re-working the data will also entail honing the spaces, and getting new cost estimates from an architect. Those numbers will be taken to the Town. This may be part of other projects that would be bonded. The time frame for electronics i.e. computers etc. has been changed from 20 years to 10 years. There is no Town match associated with these grants, however, the trustees of the Trumbull Trust would expect that the Town would be a partner in this project. Bonding would be discussed at annual Town Meeting in May 2015 or 2016. New costs will be firmed up after architectural firm develops costs.

2. Discuss and act upon a request to record revenue from the Algonquin Gas Company for pipe expansion into Capital Open Space account 220-00-461-2701-0060.

A land easement has been done as reported by Joyce Okonuk. The Agriculture Commission has recommended that the funds received, \$15,000.00, be put into the Open Space Fund. Discussion of funds coming into revenue. Greg Lafontaine opposed and believes it inappropriate for the BOF to designate where funds are put and that this should only be done with town meeting approval.. The funds are currently in fund balance. No action taken this evening.

3. Information for the BOF – Snow removal contract for FY 2015

Brandon Handfield reported that two bids had been received. There was inconsistency in performance of the contractor last year. Recommend go with other bidder, other contractor's references have been researched by Brandon. The budget for snow removal was \$52,000.00. Recommended bid is for \$86,850.00. This includes materials from the Town (sand and salt). The contract would be for the three schools. There were more bidders at the pre-bid conference. Materials used by the contractor would be calibrated to see how much material is being used. Question if contract could be re-bid. It may be too late now. David Scata noted that East Haddam plows their own schools. We may have to look at reallocating to Town employees. This could be discussed in the future. At present Lebanon has more

roads and doesn't have enough plow trucks and employees. Have to look at the total costs for snow plowing, benefits, unemployment etc. DPW will be monitoring performance of contractor. Discussion of possibly using contractor for Senior Center.

4. Discuss process for designating the order for Alternates to sit for regular members

The process for alternates was discussed by Liz Charron. Liz Charron asked members to send her an e-mail on the order of how alternates would sit for absent members before the next meeting.

5. Discuss budget process for the Fiscal Year 2015-2016 Budget

Discussion of setting calendar for budget process. Possibility of having one or two Saturdays to go through a chunk of budgets for different departments. This would consolidate meetings. Suggestion of 40 minute segments for a group of departments so they would know when to be there without having to stay the entire day.. Possibility of hours of 9:00 a.m. – 1:00 p.m. Greg Lafontaine will produce a draft calendar. There would also have to be special meetings.

Item G. Old Business – Board of Finance Policies and Procedures

Draft of Town Improvement Plan and School Improvement Plan were reviewed. Greg Lafontaine suggested sending drafts of policies and procedures to Charter Commission. Will invite Charter Commission to Board of Finance Meeting instead to discuss budget process. The two remaining policies (TIP/SIP and Lease Purchase) will be added to November meeting or a special meeting will be scheduled to finalize.

Item I. Other

Liz Charron gave the history of the school building and school renovations. Audit report reflects deficits. There will be a bill coming from the State on how much we owe. We expect to get a bill soon and will add to our next meeting agenda.

Item J. Adjourn

David Scata made a motion to adjourn the meeting. Motion was seconded by Meghan Bruce. Meeting adjourned at 8:41 p.m.

Respectfully Submitted,

Kathleen E. Chapman

Board of Finance Clerk