

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

Members Present: Liz Charron, Chairman, Glen Coutu, Linda Finelli, Gregg Lafontaine, Betsy Petrie, Lori Wesolowski, Chuck Haralson(alt.), Phil Johnson(alt.), Albert Vertefeuille(alt.)

Item A. Call to Order

The meeting was called to order at 7:55 by Liz Charron, Chairman.

Item B. Minutes of Previous Meeting

G. Coutu questioned the wording under "H. Other" regarding the departments that did not make it on the budget calendar. It was recommended to change the wording to reflect that some departments did not submit their budget at the time of their scheduled hearing and that those departments will be worked into the schedule. Also, L. Charron corrected the spelling of Gregg Lafontaine's name. B. Petrie moved to accept the February 12, 2009 regular meeting minutes with the recommended corrections. L. Finelli seconded. Motion passes with 5 ayes and 1 abstention: L. Finelli.

L. Finelli moved to address Item F. 1. under New Business. G. Lafontaine seconded. Motion passes unanimously.

Item F. New Business

1. Consider and act on releasing up to \$90,000 of funds in the Capital Reserve, Fire Apparatus Account.

It is noted that B. Petrie recused herself from the discussion. C. Haralson was designated to vote in her place.

L. Wesolowski moved to request the Board of Selectmen to hold a special town meeting for the purpose of releasing up to \$90,000 from the Capital Reserve, Fire Apparatus Account for FY 2008-09, for the purpose of purchasing and outfitting a 1987 Pierce Arrow 50' Telesquirt Truck w/1500 gpm pump. G. Coutu seconded. Motion passed unanimously.

L. Finelli moved to address Item E.3. under Old Business. G. Lafontaine seconded. Motion passes unanimously.

B. Petrie resumed her position on the board.

Item E. Old Business

3. Consider and act on request from Commission on Aging to establish a new fund for the Senior Center.

Information provided by Gerri McCaw clarified that the Sr. Center is not looking to charge fees for activities but is requesting that a fund be established for donations.

G. Coutu moved to request the Board of Selectmen to hold a special town meeting for the purpose of establishing a special revenue fund for the Senior Center to be administered by the Commission on Aging or similar entity. L. Finelli seconded. Motion passes unanimously.

(Resumed agenda)

Item C. Correspondence

G. Lafontaine suggested adding the letter received from the town auditor, Stephen Hopkins, under correspondence. Correspondence will be discussed under New Business.

Item D. Monthly Expenditures/Revenues/Payments of Bills

T. Valone informed the Board that 95% of tax revenue has been collected as of the end of February '09, as opposed to 94% in February'08. Additional revenues that have been collected in March will be reflected in next month's report. Other revenues are expected from education cost sharing, transportation, AT&T utilities, and Pequot revenues in the months of April, May, and June. Building Dept. revenues are down. The building official has reduced hours from 12 to 6 per week. The sanitarian has also reduced hours. Expenses are close to budget: Currently we are through 67% of the fiscal year and have expended 68% of the total budget. The Snow removal budget has 2% remaining which does not include the hours for snow removal for the March 2nd storm. An additional \$3,700 will be charged to the budget and will show up on next month's report.

Item E. Old Business

1. Consider and act on recommendations from the Banking Relationship Subcommittee.

L. Wesolowski reported that she has spoken to Tax Collector Joyce Hoffman and Tom and Erin in the Finance office about the use of a remote deposit and check scanning function for Town Hall bank deposits. Due to staffing concerns in the Tax office during tax months, the Finance office agreed to be responsible for check scanning duties as part of the remote deposit function.

L. Wesolowski will contact the Savings Institute to pursue setting up the online banking software with the Finance office. This will be done prior to bringing in the remote deposit function. While there are no upfront costs for the installation and equipment for the check scanner there is a 2-year contract required. If the contract is discontinued, there is an \$85 per month charge for any remaining months in the contract. Further negotiation on these terms will take place.

2. Consider and act on budget process.

i) Special Meeting schedule

The Board has now received all budgets for town departments. Discussion of Account #420-Resident Troopers will be added to the Tuesday, March 17, 2009 public hearing agenda.

L. Charron, Chairman, will warn special meetings as previously listed as well as next Tuesday's public hearing.

ii) Grand List schedule

Grand list is before the Board of Appeals. Deadline for appeals is March 20, 2009 and hearings should be completed by April 10, 2009. Final decisions are not anticipated before May 27, 2009. The Board will need more information on estimates for the grand list in order to complete a proposed budget for the town. The Board of Finance will submit a request through the Board of Selectmen in order to get that specific data.

Item F. New Business

2. Update from Board of Selectmen on ordinance regarding capital projects.

Selectman John Bendoraitis reviewed the discussion held with Tim Wentworth pertaining to the proposal he suggested for the creation of a town ordinance regarding capital projects. It was

agreed that any capital project where the total cost of the project would have a tax impact of more than 5% of the current mil rate would need to be voted on at the annual town meeting.

3. Consider and act on revenue accounts for the fiscal year 2009-10 budget.

T. Valone handed out a draft which provided an estimate of the revenues which can be used by the board in preparing the FY 2009-10 budget. Further detail on the estimate for the circuit breaker program will be requested with information on the grand list.

4. Discuss response to Bill Jestreby correspondence.

G. Coutu moved to accept the letter as prepared and presented to the board in reply to the request from Mr. Jestreby. A copy of the audit report will be mailed with the letter. G. Lafontaine seconded. Motion passed unanimously.

Item H. Adjourned.

G. Lafontaine moved to adjourn. L. Finelli seconded. The meeting was adjourned at 9:33 pm.

Respectfully submitted,

Diana Drake
Recording Secretary