

**Lebanon Board of Finance  
Minutes of June 9, 2011  
Regular Meeting**

Members Present: Liz Charron, Chairman, David Geligoff, Greg LaFontaine, Betsy Petrie, Lori Wesolowski, Chuck Haralson (alt), and Philip Johnson (alt).

Members Absent: Glen Coutu and Susan Zickmann (alt).

**Item A. Call to Order**

The meeting was called to order at 7:30 p.m. by L. Charron, Chairman. C. Haralson was designated to vote for G. Coutu until such time as he arrives.

**Item B. Minutes of previous meetings:**

**May 12, 2011 Regular Meeting.** G. LaFontaine moved to approve minutes of the May 12, 2011 regular meeting. Motion was seconded by D. Geligoff. Motion passed with 4 ayes and 1 abstention (L. Wesolowski).

**Item C. Correspondence**

At the time the agenda was distributed no correspondence had been received. L. Charron subsequently received correspondence from Susan Zickman. This item will be discussed later in the meeting.

**Item D. Monthly Expenditures/Revenues/Payment of Bills.**

**1. Year-to-date actuals versus budget.**

B. Richardson-Crouch discussed expenditures and revenues, and answered questions from the BOF. She will prepare a side-by-side comparison of revenues and expenditures for the July, 2011 meeting.

**2. Projection for current fiscal year.**

B. Crouch stated that the town would be under budget by approximately \$250,000 on the town side. \$55,000 must be deducted from that figure to cover the extra pay period mentioned last month.

**3. Update from Board of Education on financials.**

The BOE reiterated that their budget has been frozen since late February. A list of unanticipated expenses (soft numbers) was given to the BOF and was briefly discussed. It was determined that the BOE budget would show an estimated \$600,000 deficit since federal ARRA funds are not available in their budget to offset the deficit. The BOF was made aware of the list of items presented at prior meetings. The BOF asked that the BOE keep track and itemize those areas where sacrifices were made to adhere to the budget.

**Item E. Ongoing Business**

**1. Subcommittee Updates:**

- a) **Investment Policy and Cash Management**The Investment Policy and Cash Management subcommittee did not meet so there was no report.

- b) **Policies and Procedures**

The Policies and Procedures subcommittee met to discuss what they wanted to accomplish, their deliverables and action steps, and the timeframe within which they will work. Goals for the subcommittee were established and include documenting existing policies and procedures that currently exist in BOF minutes, identification of new policies and procedures, and alignment of all policies and procedures with CT statutes and requirements. Deliverables were determined and tasks assigned.

- c) **Capital Funding**

The Capital Funding subcommittee met and discussed the larger picture of funding resources. They will research what other towns are doing. This subcommittee plans to meet several times to put together an analysis of what needs to occur.

2. **Update on review of TIP Fund**

Joyce Okonuk provided the BOF with a TIP Funding report for their review. She reported that the amount of charges to TIP had been reduced by approximately \$800. There is now a process in place to review expenses so they are charged to the correct account right away instead of being placed in TIP until they are reviewed.

## **Item F. New Business**

1. **Update from Finance Director on finance office.**

B. Crouch has consolidated several small CD's from the Savings Institute into one concentration account at Citizens Bank. This will allow for better handling and easier reconciliation of bank accounts. Bank reconciliations are up to date. Barbara intends to begin work on a Finance Office policy and procedure manual and has begun preliminary audit preparation. The Amston Lake Sewer Project will be the next big thing for the Finance Office.

B. Petrie moved to add an update on funding for the Amston Lake Sewer Project. Motion was seconded by C. Haralson. Motion passed unanimously.

The WPCA is setting up a funding timeline to provide clarity on the project. The town passed the project at referendum at \$6.6 million with the understanding that the project would borrow \$400,000 from fund balance to get started. As of this date, \$353,000 has been spent. By mid-July the \$400,000 will be reached. The WPCA is suggesting that they be allowed to borrow \$350,000 in additional funds to cover the project through October, 2011. This would eliminate the need for one occurrence of short term borrowing and would save the project \$50,000 in fees. The total borrowed will be repaid to fund balance from the first short term borrowing in October 2011.

B. Petrie moved to request the BOS to call a special town meeting for the purpose of requesting authorization for the Amston Lake Sewer Project borrow an additional \$350,000 from fund balance to be paid back when the first short term borrowing is done, no later than 12/31/11. Motion seconded by C. Haralson. Motion passed unanimously.

**Item G. Other**

G. LaFontaine moved to discuss the resignation of Susan Zickmann. Motion was seconded by B. Petrie. Motion passed unanimously. Sue Coutu sent the BOF and the BOS a letter informing them of the resignation of Susan Zickman. The BOS will be responsible for appointing a replacement. The BOF thanks Susan for the time she spent as an alternate on the Board.

**Item H. Adjourn**

B. Petrie moved to adjourn the meeting. Motion was seconded by C. Haralson. Motion passed unanimously. Meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Lisa K. Sedlmeier, Recording Secretary