

**Lebanon Board of Finance
Minutes of June 10, 2010
Regular Meeting**

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

Members Absent: Lori Wesolowski; Phil Johnson (alt)

Item A. Call to Order

The meeting was called to order at 7:33 by L. Charron

C. Haralson was appointed to vote for L. Wesolowski and S. Zickmann was appointed to vote for B. Petrie until her arrival.

Item B. Minutes of previous meetings

G. Lafontaine moved to accept the May 13, 2010 Regular Meeting Minutes with the following changes: Under Item F.2 of New Business, change "Account reconciliations will be addressed..." to "Timeliness of account reconciliations will be addressed..."

Under Item F. 3 change "Update from town council on the Capital Projects Ordinance" to "Update from the Board of Selectmen on the Capital Projects Ordinance." Also under No. 3 change "The ordinance should be either rewritten in more detail or repealed. The issue will be followed up in September" to "Legal counsel has suggested that the ordinance be either rewritten in more detail or repealed. The Board of Selectmen will follow up on this issue in September." C. Haralson seconded the motion. Motion passed with 4 ayes and 1 abstention: G. Coutu.

C. Haralson moved to accept the May 24, 2010 Special Meeting Minutes. G. Coutu seconded the motion. Motion passed unanimously.

Item C. Correspondence

L. Charron read the letter from R. McGray requesting a representative on the teacher's contract negotiation team. This matter and all other correspondence were taken up under New Business.

Item D. Monthly Expenditures/Revenues/Payment of Bills

J. Day reviewed with the Board the Monthly Expenditure and Revenue Reports.

Expenditures: The Finance Office is over \$5,971. Tax Collector is over \$10,511.

Insurance is over \$5,327. Building Department is over \$9,567, due to an error in payment of a salary that is to be split between three departments. Jim will look into the issue and make the appropriate adjustments and fix how the salary payment is being recorded. Fire Safety Complex is over \$2,582 due to underestimating heating oil usage. Water Pollution Control is over \$7,835.

Revenues: 99% of the town's taxes have been collected for the current tax year. With the exception of the School Tuition account, revenues are on track.

J. Day also distributed an updated Board of Finance/Town Meetings Approved Actions sheet for the FY 2009-2010.

G. Coutu moved to take up F.3. under New Business. C. Haralson seconded the motion. Motion passed unanimously.

Item F. New Business

3. Discuss and act on request from Economic Development Commission for a special revenue fund.

The Board of Finance discussed options with E. Macauley and C. Warner from the Economic Development Commission. No action was taken at this time.

(B. Petrie joined the meeting at 7:58.)

Item E. Ongoing Business

1. Update on consultant work in the Finance Office.

The identified accounting procedures have been divided between two consultants and will be finished by the end of June. An overview of the finance operations, which will result in a printed report of recommendations, will be completed by the beginning of July.

Item F. New Business

1. Discuss and act upon implementing a process for managing the Tyler Field donated and grant funds.

The Town of Lebanon has acknowledged erroneously receiving a check in the amount of \$64,000 for the building of baseball fields at Tyler Field and will be returning it to the Lebanon Little League.

2. Discuss and act upon funding for the Hugh Trumbull Adams Memorial Dedication in the FY 09-10 budget. (Acct. #455 Special Events)

B. Petrie moved to over expend Account 455 Special Events by \$2,750. G. Lafontaine seconded the motion. Motion passed unanimously.

4. Discuss and act on request for releasing funds for a new senior van.

No action was taken.

5. Discuss and act on the reconciliation of the Senior Center Building Fund.

Action will be taken at the end of the fiscal year to close the Senior Center Building Fund.

6. Update on replacement of gym floor at the high school.

The replacement of the high school gym floor will be covered by insurance and any deductible will be covered by the Board of Education. If there is any significant damage to the concrete under the floor, the Board of Education may need to come to the Board of Finance for assistance with payment.

7. Discuss and act on designating a representative for the BOE negotiation team.

G. Coutu moved to appoint C. Haralson to be designated as the Board of Finance representative for the Board of Education negotiation team. B. Petrie seconded the motion. Motion passed unanimously.

8. Review this year's budget process to determine changes for next year.

The Board discussed this year's budget process and what changes could be made. It was suggested that the budget process start in November. L. Charron will also set up a meeting with the new school superintendent and members of the Board of Education.

Item G. Other

The Board received a draft of the Corrective Action Plan that will be submitted to the State of Connecticut Municipal Finance Services.

D. Geligoff informed the Board that the Solid Waste Commission is looking into putting in compactors and renewing their permit.

Item H. Adjourn

B. Petrie moved to adjourn the meeting. C. Haralson seconded the motion. Motion passed unanimously. Meeting adjourned at 9:13 p.m.

Respectfully submitted,
Diana Drake
Recording Secretary