

Lebanon Board of Finance
Minutes of August 19, 2014
Regular Meeting

Members present: Liz Charron, Chairman, Greg Lafontaine, Betsy Petrie,

Alternates present: Diane Malozzi, Ed Tylor

Absent: David Scata, Meghan Bruce, Philip Johnson, (members), Joan Merritt, (Alternate)

Also present

- Selectmen: Joyce Okonuk,
- Linda Finelli,
- Veronica Calvert, Finance Director,
- Brandon Handfield, Public Works Director
- Phil Chester, Town Planner
- Member of the Press

Item A. Call to Order

The meeting was called to order at 7:00 p.m. by L. Charron. Diane Malozzi will sit for David Scata. Ed Tylor will sit for Meghan Bruce.

Item B. Minutes

June 9, 2014, Special Meeting – Greg Lafontaine made a motion to accept the special meeting minutes of June 9, 2014. Seconded by Ed Tylor. Motion Passed unanimously

June 17, 2014 Regular Meeting – Diane Malozzi made a motion to accept the regular meeting minutes of June 17, 2014 with the following correction/modification – page 1 change acceptance of June 9, 2014 special meeting minutes to failing due to number of abstentions. Seconded by Greg Lafontaine. Motion passed with Ed Tylor abstaining.

July 15, 2014 Regular Meeting – Greg Lafontaine made a motion to accept the regular meeting minutes of July 15, 2014. Seconded by Diane Malozzi. Motion passed with Betsy Petrie and Greg Lafontaine abstaining.

Item C. Correspondence – Annual Engagement Letter for auditing services

Veronica Calvert noted that the annual engagement letter for auditing services has been reviewed and signed by Veronica and Liz Charron. Copies are available to members of the Board.

Item D. Public Comments

None

Item E. Reports for Fiscal Year 2013 – 2014 Town Expenditures, Revenues, TIP, Contingency Balance, and Fund Balance.

Veronica Calvert reviewed the format of the monthly report with notes, surplus, deficit, transfers and prior approval columns added. Revenues were reviewed. Need Board of Education year end report. TIP report was reviewed. Veronica noted there are still pending invoices from the Board of Education and this is why the transfer line looks like there is a substantial surplus. This will actually just be \$150,000 for Contingency. Total surplus for all accounts is estimated at approximately \$281,000.

F. New Business

1. Consider and act on surplus, deficit and contingency amounts for Fiscal Year 2014

The accounts with deficits and surpluses were explained by Veronica. Joyce Okonuk also explained accounts that were in deficit that are monitored by the Board of Selectmen. The Board requested from the Board of Selectmen information on those accounts throughout the fiscal year so that deficits can be planned for. TIP report was reviewed.

Greg Lafontaine made a motion to transfer the following amounts from the following accounts, with funds to come from Contingency. Other accounts in deficit will be reported as over expended.

Account #	Amount to transfer
400	\$75,378.00
407	\$14,161.00
410	\$756.00
415	\$4,308.00
422	\$6,248.00
433	\$19,043.00
445	\$797.00
458	\$962.00
464	\$143.00
Total	\$121,796.00

Motion was seconded by Ed Tylor. Motion passed unanimously.

2. Consider and act upon the Tax Collector’s request for an over-expenditure up to \$35,000.00 in Department 407 for legal expenses associated with Tax Sales in FY 2015.

Betsy Petrie made a motion to authorize over-expenditure of up to \$35,000.00 in Department 407 with funds to come from Contingency Fund. Seconded by Greg Lafontaine. Discussion of budgeting for this every year rather than dealing with special request each year. This should be considered in next budget cycle. Concern was raised about authorizing the full amount since this locks up Contingency funds and it is so early in the fiscal year. The motion was withdrawn by Betsy Petrie. Greg Lafontaine also withdrew his second of the motion.

Betsy Petrie made a motion to approve and authorize an over expenditure of up to \$15,000.00 in Department 407 for legal expenses associated with the Tax Sale, with funds to come from Contingency Fund . Seconded by Ed Tylor. Motion passed unanimously.

3. Consider and act upon a Resolution for the lease-purchase of a 2015 International plow truck.

Brandon Handfield gave the specifications for the plow truck. Betsy Petrie made a motion to authorize the following resolution for the lease purchase of a 2015 International plow truck. Seconded by Ed Tylor:

Be it Resolved, that the Board of Finance recommends that the Town of Lebanon enter into a lease purchase agreement in a principal amount up to \$140,000.00 with annual payments not to exceed \$40,000.00 to finance costs related to the acquisition of a plow truck for the Lebanon Public Works Department; and authorize the First Selectman to determine the lease purchase financing provider, to accept and determine the amount, date, interest rate, term and other details of the financing under the lease purchase agreement, and to take other actions as may be necessary or expedient in connection with the fulfillment of the provisions of the lease purchase agreement and related transactions; and to authorize the First Selectman and other proper officers and officials of the Town to take all other action and to enter into any other agreements which are necessary or desirable to complete the project and to finance the project through the lease purchase agreement. Motion and Resolution passed unanimously.

Betsy Petrie made a motion and Ed Tylor seconded to request the Board of Selectmen call a special town meeting for the purposes of entering into a lease-purchase agreement in a principal amount not to exceed \$140,000 to finance costs related to the acquisition of a plow truck for the Lebanon Public Works Department. Passed unanimously.

4. Consider and act upon recommending the release of \$50,000.00 from Capital Fund, Open Space Account #220-00-461-2701-0060 for costs associated with land preservation projects including appraisals, surveys and legal expenses as recommended by the Conservation and Agriculture Commission.

Phil Chester explained the cost that would be associated with this land preservation. Phil also discussed other properties that are being considered. Phil noted that there is currently \$186,000.00 uncommitted in the Open Space Account. The release of the funds for this project have been endorsed by the Board of Selectmen and the Agriculture Commission.

Betsy Petrie made a motion to request the Board of Selectmen call a Special Town Meeting for the purpose of approving the release of \$50,000.00 from the Capital Fund, Open Space Account 220-00-461-2701-0060 for costs associated with land preservation projects including appraisals, surveys, and legal expenses. Seconded by Ed Tylor.

5. Consider and act upon recommending the release of \$26,950.00 from Capital Fund, Open Space Account #220-00-461-2701-0060 for the purpose of preserving the 34 acre John and Dawn Drum farm at 567 Tobacco Street, as recommended by the Conservation and Agriculture Commission.

Phil Chester discussed the acquisition of this property, and the value of the property.

Betsy Petrie made a motion to request the Board of Selectman to call a special town meeting for the purposes of approving the release of \$26,950.00 from the Capital Fund, Open Space Account #220-00-461-2701-0060 for preserving the 34 acre John and Dawn Drum farm at 567 Tobacco Street, as recommended by the Conservation and Agriculture Commission. Seconded by Diane Malozzi. Motion passed unanimously.

6. *Consider and act upon authorizing an over-expenditure in Human Services, Account #445, in the amount of up to \$20,000.00 for the demolition of an asbestos containing, condemned property at 14 Ellen Road.*

Joyce Okonuk gave information on this property. Court costs have been leined against another property owned by this owner in another town. Ed Tylor made a motion to authorize an over expenditure in Human Services, Account #445 of up to \$20,000 for the demolition of an asbestos containing, condemned property at 14 Ellen Road with funds to come from the Contingency Fund. Seconded by Greg Lafontaine. Motion passed unanimously.

7. *Consider and act upon the sale of town owned property*
No action needed by the Board of Finance at this time.

8. *Consider and act upon approving the release of TIP Funds, Acct. #208-00-510-5100, for the replacement of the hanging heaters in the Fire Safety Complex apparatus bay to Carboni Plumbing, Franklin, CT in the amount of \$28,499.87.*

Brandon Handfield suggested a 10% contingency for this project. The bid that will be awarded came in under budget.

Greg Lafontaine made a motion to release TIP funds, Acct. #208-00-510-5100 up to \$32,000.00 for replacement of the hanging heaters in the Fire Safety Complex apparatus by, work to be done by Carboni Plumbing. Seconded by Ed Tylor. Motion passed with Betsy Petrie abstaining.

9. *Consider and act upon a request for an additional \$1,500.00 for clerical coverage for the Land Use Department from the Board of Selectmen.*

Joyce Okonuk explained that the additional funds would be to provide clerical coverage in the Land Use Office when the current employee is absent due to sickness or vacation. Information for the Board that there are four homes currently being built in Town and several renovations going on. Access to this office is needed due to increased and ongoing activity.

Following discussion the Board consensus was to use existing budget for this expense. It is early in the fiscal year, and the Contingency Fund must be monitored closely. No action taken

10. *Consider and act on the following Policies and Procedures: TIP and SIP, Lease Purchase.*

Liz Charron distributed draft copies of the TIP/SIP policy and procedures for members to review. Following discussion it was decided to circulate drafts to all members and review at another meeting. Action postponed.

G. Other

Liz Charron reported that Joan Merrit has resigned as an alternate. Liz distributed the letter from Joan. The Board of Selectmen will fill this position with input from the Democratic Town Committee. Discussion of interactions with the public and other boards in Town.

Liz announced that due to business demand she will not be able to continue as chairmen of the Board as of 1/1/2015. She is staying on the board. She wanted the board to know her intentions early so they can plan.

H. Adjourn

Betsy Petrie made a motion to adjourn the meeting. Motion was seconded by Ed Tylor. Meeting adjourned at 8:16 p.m.

Respectfully Submitted,

Kathleen E. Chapman

Board of Finance Clerk