

**Lebanon Board of Finance
Minutes of February 10, 2011
Regular Meeting**

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

Item A. Call to Order

The meeting was called to order at 7:30 p.m. by L. Charron, Chairman.

Item B. Review and consider accepting minutes of the January 13, 2011 Regular BOF Meeting.

B. Petrie moved to approve the minutes of the January 13, 2011 regular meeting. L. Wesolowski seconded. Motion passed with 5 ayes and 1 abstention – G. LaFontaine.

Item C. Correspondence

No correspondence was received.

Item D. Monthly Expenditures/Revenues/Payment of Bills

The BOF reviewed the YTD Revenue Summary and Monthly Expenditure Report. Town revenue is on schedule and expenses are on track. Snow removal was briefly discussed and will be addressed later in the meeting. Authorization was given to the Lebanon Board of Education for continued snow plowing at the schools as necessary.

Item E. Ongoing Business

1. Finance Office Update

39 applications were received for the Finance Director position. The committee reviewed all applications, came up with a shortlist of candidates, and 8 interviews were conducted. Two top candidates were selected and second interviews will be conducted. A final decision will be made after that.

2. 2011-2012 Budget Process

The 2011-2012 budget process was discussed. Budget hearing dates have been posted on the town website.

Item F. New Business

1. Consider and act upon accepting the Emergency Management Performance Grant for FY 10-11.

G. LaFontaine moved to accept the Emergency Management Performance Grant for FY 2010-11. G. Coutu seconded. Motion passed with 5 ayes and 1 abstention – B. Petrie.

2. Consider and act on various topics from the BOE:

a. Building Project State Reimbursement update

There are some record keeping gaps between the state office and the Finance Office for the school going back three years. A district rep from EastConn is coming out to assist the school in the review of paperwork from the beginning of the building project through completion. We will receive one day's work at no charge. He will review the book of record, invoices and expenditures. This review must be done so the town can receive its final reimbursement of \$900,000. The architect will also conduct a review because there is a possibility that items were not submitted correctly. L. Charron asked that the BOF be kept up to date on this issue.

b. Business Office Update

The BOF was informed that the Business Manager is on leave, and EastConn is assisting us during that absence. Janet Tyler, Superintendent stated that she has been acting as a quasi business manager in the interim. L. Charron felt a local auditor should come in and audit the business office of the school. Once we have some quotes and a list of what steps they will take, we will be able to discuss the cost.

c. Technology Audit

A technology audit was performed. It is critical to get a new server because the current one is at maximum capacity and problems could occur. The schools are on different PC platforms and there are some security issues that need to be

addressed. Our front line technology person is on leave for at least 10 weeks. Someone from CREC is helping us in the interim to identify problem areas and work on those areas that need to be fixed.

d. Snow Removal

The town received the bill from the contractor who was hired for snow removal at the schools. The town is being charged \$303,160 by the contractor who spent 6 days removing snow from the school building roofs, clearing fire hydrants and doors. The BOF expressed concern over the amount of the bill and whether this contractor was charging an excessive amount due to a critical situation. There was also concern over the lack of policy/procedures being followed in how this work was contracted and in the decision made to hire this company. The BOF recommended that the BOE turn the matter over to legal counsel for follow up.

During the snow removal work a town employee accidentally hit the pipe on an underground propane tank causing a leak. Costs associated with this will be covered by town insurance.

e. Unbudgeted Expenses in the Current Fiscal Year

Unbudgeted expenses include 5 magnet school tuitions, 6 maternity leaves, 8 long-term leaves and 2 administrative leaves. Most of these leaves were not expected and therefore substitutes were not budgeted for. There will be an increase in attorney fees, and a need for software not included in this year's budget. The BOE budget is currently frozen in an effort to minimize expenses going forward.

The BOE was asked to research and obtain cost estimates for staffing and technology improvements. At that time a special meeting of the BOF will be called to consider and act upon the specific items.

3. Consider and act on accounting process for bank fees

The accounting process for bank fees was discussed. It was recommended by the Town Accountant and approved by the Auditor that fees carried over from 2009-2010 be posted against investment income. G. LaFontaine moved to authorize the Finance Dept. to pay the amount due the Bank of America of \$5,000 for outstanding bank fees from 2009-2010 from account 100-000-4385, Investment Income. L. Wesolowski seconded. Motion was passed unanimously.

Item G. Other

There was no other business to discuss.

Item H. Adjourn

B. Petrie moved to adjourn the meeting. Motion seconded by D. Geligoff.
Meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Lisa K. Sedlmeier, Recording Secretary