

Lebanon Board of Finance

Minutes of June 17, 2014

Regular Meeting

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

Alternates present: Diane Malozzi, Joan Merritt

Absent: David Scata, Phil Johnson (Members); Ed Tytor, Alternate

Also present:

- Joyce Okonuk, Selectman
- Veronica Calvert, Finance Director
- Brandon Handfield, Public Works Director

Item A. Call to Order

The meeting was called to order at 7:00 p.m. by Liz Charron. Diane Malozzi to sit for Phil Johnson; Joan Merritt to sit for David Scata.

Item B. Minutes

May 20, 2014 Regular Meeting - Meghan Bruce made a motion to accept the regular meeting minutes of May 20, 2014. Seconded by Joan Merritt. Motion passed unanimously.

June 9, 2014 Special Meeting - Motion made by Diane Malozzi to accept the minutes of June 9, 2014 Special Meeting. Seconded by Meghan Bruce. Motion passed with Joan Merritt, Meghan Bruce and Betsy Petrie abstaining.

Item C. Correspondence

Veronica reviewed the letter that had been received from the State regarding Uniform Chart of Accounts and Reporting dated 5/30/14. Veronica will work with the auditor and Town Attorney.

Item D. Public Comments

None

Item E. Monthly Town Reports for Fiscal Year 2013-2014 Expenditures, Revenue, TIP/SIP, Contingency Balance, and Fund Balance

Notation made of some accounts that are going to be over expended, these include Town Hall (this could be for paper supplies). Burning Official needs to submit mileage and time slips. Elections are over and appear to have a surplus, a few other accounts are over expended with notes and approvals from the Board of Finance, and unemployment will not be as high as expected. Human Services may not be as high as one case has not been settled yet, and may not be before the end of the fiscal year. Veronica has reviewed any accounts that at this point that have a surplus and those that have a deficit the difference between them is \$47,693.00.

Brandon Handfield discussed the future expenses for materials (i.e. salt). Brandon explained that he expects DPW to come in pretty close to budget. The fuel line item for the DPW vehicles will be over due to rough winter and due to an issue with the reader. Discussion of materials supplies and contract for per ton of salt were held to determine if the DPW should proceed with purchasing items for next year under the current State contract. Fuel costs in DPW were also discussed with respect to a chargeback model to other accounts/entities that utilize the communal fuel, such as the Board of Education and the snow removal budget. The surplus in solid waste was discussed and will be researched by Veronica. The use of TIP fund was discussed as it relates to a few items not included in the capital budget for FY2014-2015.

Item F. New Business

1. *Information for the BOF – Board of Selectmen DPW Renovation Project (TIP)*

Brandon Handfield discussed the renovation project at the DPW facility. There were unforeseen expenses for this project. Mold was also discovered during the renovation. The Board of Selectmen were aware of the situation and the overage of their \$5,000 authority limit (which would require the Board of Selectman to come to the Board of Finance for approval) on the project. Joyce explained that at given the need for the DPW to complete the renovations and the timing of Board of Finance meetings, the Board of Selectman would authorize the DPW to complete the project. The Board discussed how this project should have been brought back to the Board for authorization, as required by the TIP policy, and should not have been identified through the monthly review of expenditures to TIP. Joyce agreed that the Board of Selectman should have come back for approval, and commented that the policy should be made clearer for the Board of Selectman to understand their authority levels and for what items should go through TIP. In the future, it was determined that the policy related to TIP needs to be improved and clarified. The Board of Finance will take this observation under consideration as part of the policy changes.

2. *Information for the BOF – Board of Selectmen computer purchases (TIP)*

Computer purchases were discussed. Assistant Tax Collector and Finance Office received new computers. The Social Services and Account Technician share a computer. The Registrar and Finance Office have received laptops. The major project of revamping the Town web site was discussed. Discussion of TIP expenditures was held among the Board members, with the Board deciding that the TIP policy should be detailed and explain what types of items should be TIP expenditures and which items should be captured either as capital requests or operating expenses. The Board also agreed that a running list of items that come to their attention through the yearly budget process and through monthly meetings, should be captured and reviewed at the yearly budget allocation process.

3. *Discuss request from the LVFD for power washer and radio upgrades.*

Following discussion it was the consensus of the Board that this project could not be funded at this time given uncertainty with the possible surplus/deficit report. The Board determined that this could be re-considered after the FY and once all adjustments to accounts are set.

4. *Consider and act on the following Policies & Procedures*

a) Capital & Non-Recurring Fund

Betsy Petrie made a motion to approve the policy on Capital & Non-Recurring Projects Fund Seconded by Gregg Lafontaine Motion passed with Diane Malozzi voting no.

b) Town Improvement Plan School Improvement Plan

Following discussion earlier in the meeting, this item was tabled for further revisions.

c) Lease/Purchase Agreements for Capital Projects

Gregg Lafontaine made a motion to approve the Policy & Procedure for Lease Agreements for Capital Projects. Seconded by Betsy Petrie. Following discussion Gregg Lafontaine withdrew his motion and Betsy Petrie withdrew her second.

d) Capital Assets

Betsy Petrie made a motion to approve the policy for Capital Assets. Seconded by Meghan Bruce. Discussion of depreciation. Suggestion to meet with departments following the budget process for departments to have an overall plan for their area. Motion passed.

G. Other

None

H. Adjourn

Motion to adjourn the meeting at 8:30 made by Betsy Petrie. Seconded by Meghan Bruce.

Respectfully Submitted,

Kathleen E. Chapman

Board of Finance Clerk