

**Lebanon Board of Finance
Minutes of July 14, 2011
Regular Meeting**

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

Members Absent: Gregg LaFontaine

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. LaFontaine.

Item B. Minutes of previous meetings:

G. Coutu moved to approve minutes of the June 9, 2011 regular meeting. Motion was seconded by L. Wesolowski. Motion passed with 5 ayes and 1 abstention (G. Coutu).

Item C. Correspondence

No correspondence was received.

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

1. Review preliminary 2010 – 11 fiscal year revenues and expenses, including BOE.

Barbara Richardson-Crouch discussed expenditures, and answered questions from the BOF. She informed the BOF that on the town side she is waiting for a few additional bills to arrive. She expects there will be approximately \$225,000 remaining in the budget at the end of FY2011. She will also send an email to all town departments to request that any remaining invoices be given to her prior to August 1, 2011. Invoices received after that time will have to go towards the next fiscal year.

Phil Johnson arrived at 7:40 p.m.

B. Richard-Crouch also discussed revenues. Joyce Okonuk requested that B. Richardson-Crouch research account 4373 – Constables, which is listed as a revenue source in the sum of \$500. This may be an error since they do not generate revenue. The town submitted a grant request to FEMA for \$27,977.04 for costs associated with the January 11-12, 2011 snowstorm. J. Okonuk reported that she has received confirmation that the town will receive 75% of that amount. Janet Tyler reported on the BOE revenues and answered questions from the BOF.

Item E. Ongoing Business

1. Subcommittee updates:

a. Investment Policy and Cash Management

L. Wesolowski reported that this subcommittee has begun to draft some policies. They plan to meet with a representative from Wells Fargo who has considerable expertise in investments for municipalities.

b) Policies and Procedures

The Policies and Procedures subcommittee did not meet.

c) Capital Funding

The Capital Funding subcommittee will be meeting during the last week of July.

Item F. New Business

1. Consider and act on authorizing the Finance Director to place donations to Open Space into account 220-00-900-5469-1400 Open Space Donations.

B. Petrie moved to authorize the Finance Director to place donations to Open Space into account 220-00-900-5469-1400, Open Space Donations. Motion was seconded by C. Haralson. Motion passed unanimously.

2. Consider and act on establishing guidelines or a policy for use of funds accumulating in the Lake Williams Project Fund.

There is currently \$39,000 in the Lake Williams Project Fund. Contributions to this fund will cease in 2015. The town auditor has advised that because the obligation to the town has been met, it is up to the BOF to decide what to do with the remainder of the money. After some discussion the BOF decided not to take any action on this item at this time.

3. Consider and act on establishing a policy for transfers to funds based on the approved budget at the beginning of a new fiscal year.

The Policies and Procedures subcommittee will review this and come back to the BOF with a proposal.

4. Consider and act on requesting the Board of Selectmen to call a special town meeting for the purposes of:

a) Releasing forty-six thousand three dollars and seventy nine cents (\$46,003.79) from the Capital Reserve Acct. #220-900-6210 (Police Car) for the purchase and equipping of a police cruiser.

B. Petrie moved to request the Board of Selectmen to call a special town meeting for the purposes of releasing up to forty-six thousand three dollars and seventy-nine cents (\$46,003.79) from the Capital Reserve Acct. #220-900-6210 (Police Car) for the purchase and equipping of a police cruiser. Motion was seconded by C. Haralson. Motion passed unanimously.

b) Releasing up to one hundred forty thousand dollars and no cents (\$140,000.00) from the Capital Reserve Acct. #220-900-6306 (Highway Trucks – Plow Truck) for the purchase of an International plow truck, plow and sander for the Public Works Department.

B. Petrie moved to request the Board of Selectmen to call a special town meeting for the purposes of releasing up to of one hundred forty thousand dollars and no cents (\$140,000.00) from the Capital Reserve Acct. #220-900-6306 (Highway

Trucks – Plow Truck) for the purchase of an International plow truck, plow and sander for the Public Works Department. Motion was seconded by L. Wesolowski. Motion passed with 5 ayes and 1 nay (G. Coutu).

c) Reallocating from the Capital Reserve Acct. #220-900-5314 (Highway Over-the-Rail Mower) four thousand one hundred seventeen dollars and seventy-five cents (\$4,117.75); from Acct. #220-900-6303 (Highway Backhoe) eight thousand dollars and no cents (\$8,000.00); and Acct. #220-900-6316 (Highway Payloader) ten thousand dollars and no cents (\$10,000.00), to Acct. #200-900-6302 (Highway Pick-up Reserve).

B. Petrie moved to request the Board of Selectmen to call a special town meeting for the purposes of reallocating from the Capital Reserve Acct. #220-900-5314 (Highway Over-the-Rail Mower) four thousand one hundred and seventeen dollars and seventy-five cents (\$4,117.75); from Acct. #220-900-6303 (Highway Backhoe) eight thousand dollars and no cents (\$8,000.00); and Acct. #220-900-6316 (Highway Payloader) ten thousand dollars and no cents (\$10,000), to Acct. #220-900-6302 (Highway Pick-Up Reserve). Motion was seconded by L. Wesolowski. Motion passed with 5 ayes and 1 nay (G. Coutu).

d) Releasing up to thirty four thousand five hundred sixty six dollars and forty-six cents (\$34,566.46) from the Capital Reserve Acct. #220-900-6302 (Highway Pick-up Reserve) for the purpose of purchasing and equipping a Highway Pick-Up Truck.

B. Petrie moved to request the Board of Selectmen to call a special town meeting for the purpose of releasing of up to thirty four thousand five hundred sixty six dollars and forty-six cents (\$34,566.46) from the Capital Reserve, Acct. #220-900-6302 (Highway Pick-up Reserve) for the purpose of purchasing and equipping a Highway Pick-Up Truck. Motion was seconded by C. Haralson. Motion passed with 5 ayes and 1 nay (G. Coutu).

e) Releasing up to one hundred thirty seven thousand five hundred dollars and no cents (\$137,500.00) from Capital Reserve Acct. #220-900-5384 (Waterman Road Over Pease) for the purpose of design and construction of the Waterman Road Bridge over Pease Brook.

B. Petrie moved to request the Board of Selectmen to call a special town meeting for the purpose of releasing of up to one hundred thirty seven thousand five hundred dollars and no cents (\$137,500.00) from Capital Reserve Acct. #220-900-5384 (Waterman Road Over Pease) for the purpose of design and construction of the Waterman Road Bridge over Pease Brook. Motion was seconded by G. Coutu. After some discussion the motion and second were withdrawn because this motion had been addresses at a prior town meeting.

5. Discuss the need to have a town meeting to authorize the over expenditures for fiscal year 2010 – 11.

It was agreed the BOF would have a special town meeting in September, 2011 to address fiscal year end transfers including transfers to cover any deficit.

Item G. Other

B. Petrie moved to add to the agenda recommending to town meeting the acceptance and expenditure of a \$52,875 grant from the USDA Natural Resource Conservation Service, and the expenditure of \$8,812.50 from the Open Space Fund in the Capital Budget as the town's share of the cost to preserve the 32 acre property owned by Richard and Donna Skaats on 420 Oliver Road to the agenda. D. Geligoff seconded the motion. Motion passed unanimously.

C. Haralson moved to request the Board of Selectmen to call a special town meeting for the purpose of acceptance and expenditure of a \$52,875 grant from the USDA Natural Resource Conservation Service and the release and expenditure of \$8,812.50 from the Open Space Fund in the Capital Budget, as the town's share of the cost, to preserve the 32 acre property owned by Richard and Donna Skaats of 420 Oliver Road. Motion was seconded by L. Wesolowski. Motion passed unanimously.

L. Wesolowski moved to add to the agenda recommending to town meeting the acceptance of a \$50,000 Vibrant Communities Village Center Visioning and Revitalization Grant from the Connecticut Trust for Historic Preservation to promote small business opportunities and services in the Town Center. D. Geligoff seconded the motion. Motion passed unanimously.

B. Petrie moved to request the Board of Selectmen to call a special town meeting for the purpose of acceptance of a \$50,000 Vibrant Communities Village Center Visioning and Revitalization Grant from the Connecticut Trust for Historic Preservation to promote small business opportunities and services in the Town Center. C. Haralson seconded the motion. Motion passed with 5 ayes and 1 nay (G. Coutu).

L. Charron and C. Haralson attended the presentation by Celtic Energy on June 28, 2011. Celtic Energy specializes in increasing energy efficiency, assists in efforts to obtain a lower rate, and in improving conservation. They both agree that energy costs are escalating and on behalf of the town the BOF should be looking at conservation options.

Item H. Adjourn

B. Petrie moved to adjourn the meeting. Motion was seconded by C. Haralson. Motion passed unanimously. Meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Lisa K. Sedlmeier, Recording Secretary