

BOARD OF FINANCE
REGULAR MEETING
September 20, 2016 7:00 pm
Town Hall
MINUTES

Members Present: David Scata, Diane Malozzi, Elizabeth Charron, Kevin Cwikla, Philip Johnson, Stephen Salisbury (Alternate), Michael Ninteau (Alternate)

Members Absent: Meghan Bruce, Vin Shea (Alternate)

Also Present: First Selectmen Betsy Petrie, Finance Director Veronica Calvert, Recording Secretary Laurie Bergeron

A. Call to order – D. Scata called the meeting to order at 7:00 pm. M. Ninteau will sit for M. Bruce

a. **BOE Expenditure Report**

b. **BOE Letter regarding group health insurance billing cycle** – In order to get back on target, BOE will only make 11 payments instead of 12 leaving an estimated \$200,000 surplus in FY 2016-2017. E. Charron recommended that a letter be drafted to the BOE from the BOF stating that it is expected that they will come in under budget by this amount this year. D. Scata agreed. A letter will be drafted and send to the BOE regarding this surplus. L. Charron motioned that the chairman of the BOF write a letter to the BOE thanking them for the information and agreeing with approach and making a point that the surplus of \$200,000 will go to fund balance and will not be expended or utilized to fund the non-lapsing capital account. P. Johnson second. All in favor – Motion Passed

B. Minutes

a. **August 16, 2016, Regular Meeting** – L. Charron **Motioned** to accept the August 16, 2016 Regular Meeting Minutes. P. Johnson **seconded**. All in Favor. **Motion Passed**

C. Public Comments - None

D. Financial Report: Town Monthly Reports for Fiscal Year 2016-2017 Expenditures, Revenues, TIP/SIP, Contingency Balance and Fund Balance: Veronica reported that the reports presented are as of August 31, 2016. P. Johnson questioned the revenue of \$149,163. Veronica reported that this amount was received from the State in July 2016 for the MRSA sales tax share. L. Charron requested a separate report each month for the new BOE non-lapsing account, Fund 245.

E. New Business

a. **Discuss and act on a request from the Lebanon Volunteer Fire Department to approve an October 2016 application for an Assistance to Firefighters Grant (AFG).** Received notification that they did not get grant. Goal is to reapply this year to replace the ladder truck. Will entail the same cost share if we get the grant this year. 10% cost share if they get the grant. D. Scata asked what has changed from last year to this year.

Some of the reporting did not make it thru and information was incorrect. Computer kicked application out of the process. Information from IRS did not match our application. L. Charron **motioned** to authorize the fire department to apply for the AFG grant for up to a 10% cost share for a max of \$100,000. D. Malozzi **seconded**. Discussion ensued as to where the money will come from if grant is received – L. Charron believes there is money in the emergency services fund. Monies could be built into next year’s budget to fund this cost share. M. Ninteanu asked if this is replacing a truck that has gone thru its life expectancy. Yes - It fits the grant due to its age. Grant grades your request on priority of need. What happens to the old truck? According to the grant, LVFD would have to take the old truck off the road. All in favor. **Motion Passed**. Mark also reported that they will be looking to replace the ambulance with the next year’s budget. They are also looking to re-establish the installation of substations – looking into costs of keeping these substations operating.

- b. Discuss and act on requesting the Board of Selectmen schedule a special town meeting to authorize the FY 2015-21016 transfer of \$40,000.00 from Fund 100, Contingency, to Fund 200, Capital account 220-00-430-2786-0030-0001 for the Public Works Garage Site Assessment.** K. Cwikla **motioned** to request the Board of Selectmen to schedule a special town meeting to authorize the FY 2015-2016 transfer of \$40,000.00 from Fund 100, Contingency, to Fund 200, Capital account 220-00-430-2786-0030-0001 for the Public Works Garage Site Assessment. P. Johnson **seconded**. M. Ninteanu asked if the ownership of the land was still an issue. It has been determined that the buildings and any contaminants that are in the soil are the responsibility of the town. K. Cwikla asked – once this goes forward how will the funds will be appropriated to process and clean up. Hard to anticipate expenses when we don’t know the extent of clean up necessary. K. Cwikla is concerned as to extent of clean up that will be necessary. D. Malozzi asked if we pull money from fund balance will we have to go back to town meeting to go against fund balance for clean-up? L. Charron asked is the town building committee working on bringing a plan to the town meeting? Betsy is planning on calling a town meeting in October. If town declines taking it out of fund balance can the BOF still take it from contingency? All opposed. **Motion failed**. L. Charron **motioned** to authorize the transfer of \$40,000.00 from Fund Balance, to Fund 200, Capital account 220-00-430-2786-0030-0001 for the Public Works Garage Site Assessment P. Johnson **seconded**. All in Favor. **Motion Passed**
- c. Discuss and act on the Board of Selectman’s request to the Board of Finance for additional legal funds, Department 400, to support contract negotiations.** D. Scata asked if there is a balance of \$25,000 in that account, why it is necessary for additional funding. Betsy reported most recent bill for contract negotiations. Not necessary to take action tonight. Would not be surprised if this goes to arbitration. Wants the BOF to have a heads up as to possible upcoming expenses. BOF opted to table this request until more information is received.
- d. Discuss and act on the 2017 Schedule of Regular BOF meetings.** D. Scata **motioned** to accept the calendar presented for the 2017 schedule of regular BOF meetings. L. Charron **seconded**. All in Favor. **Motion Passed**.
- e. Discuss and act on the 2017-2018 budget process and calendar.** Liz recommends some changes to the calendar. Veronica will amend calendar and present at the next BOF meeting.

f. Discuss and act on 2017-2018 capital budget and subcommittee. Letter to go to boards asking for a preliminary list now for capital expenses for next year. All preliminary capital requests should be in with January budget requests. Betsy suggested sending what was requested last year and what was fulfilled – ask boards to add/change/delete items for next year. D. Malozzi agreed with Betsy’s idea. D. Scata will work with Veronica and send a letter out to departments. P. Johnson **motioned** that a letter accompanied by last year’s budget requests as a starting point be distributed to all boards and commissions and ask to modify with any known additions for next year’s budget request and the final list to be submitted with their budget proposal. L. Charron **seconded**. All in Favor. **Motion Passed**.

g. Discuss and act on policies and procedures for the Board of Finance

- i. Lease/Purchase Agreements for Capital Projects - P. Johnson **motioned** to accept the policies and procedures for Lease/Purchase Agreements for Capital Projects. K. Cwikla **seconded**. All in Favor. **Motion passed**
- ii. School Capital Funds – D. Scata **motioned** to accept the policies and procedures for School Capital Funds with the elimination of the wording “they may be reallocated to other purposes by the BOF”. L. Charron **seconded**. All in Favor. **Motion Passed**
- iii. Debt Service –table Debt Service and Fund Balance and TIP to next meeting so that BOF has a chance to review

F. Other P. Johnson would like BOF to consider some kind of paperless reporting especially with budget season coming. Would like to develop a paperless policy. Betsy offered some insight as to incorporating BOF into One Drive, a system that the town uses.

Betsy reported that the Board of Selectmen is having a special meeting regarding Perry Road off of Sullivan Road in Colchester. Town will likely be going to town meeting to grant easement to property owner.

Town green – Meeting with Board of Selectmen next week – Present to board as to ownership of town green.

G. Adjourn - K. Cwikla **motioned** to adjourn at 8:40. P. Johnson **seconded**. All in Favor. **Motion Passed**

Respectfully Submitted,
Laurie J. Bergeron

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections hereto.