

**Lebanon Board of Finance**

**Minutes of January 20, 2015**

**Regular Meeting**

Members present: Betsy Petrie, David Scata, Meghan Bruce, Philip Johnson, Greg Lafontaine

Alternates present: Diane Malozzi, Ed Tytor, Kevin Cwikla

Absent: Liz Charron, Veronica Calvert, Finance Director

Also present

Selectmen: Joyce Okonuk, Linda Finelli

Board of Education: Albert Vertefeuille, Jason Nowosad

WPCA: Yaw Nsiah and Bill Ingalls

Library Board of Directors: Maggie McCaw, Jim Russo, Kathy Chesmer, Diane McCall, Cathe McCall, Mary Whitney, Berkley Nowosad

**Item A. Call to Order**

The meeting was called to order at 7:00 p.m. by D. Scata. K Cwikla will sit for L. Charron.

**Item B. Minutes December 16, 2014, Regular Meeting**

Betsy Petrie made a motion to accept the minutes of Regular Meeting, December 16, 2014. Seconded by Phil Johnson. Motion passed unanimously.

**Item C. Correspondence**

E-mail from James Jahoda requesting that P & Z Commission discuss their budget on February 17<sup>th</sup> instead of February 21<sup>st</sup>.

**Item D. Public Comments**

None

**Item E. Board of Education quarterly Fiscal Year 2014-2015 expenditures report as of December 31, 2014.**

Quarterly report was distributed by Jason Nowosad. The Superintendent Search funding is going to be used from savings from the electrical line item. Question regarding student population. As of January there are 1,169 students enrolled in the district. There has been no great increase or decrease in enrollment. The Agriculture Program and students coming from Franklin were discussed. Other towns are also being reached out to for students. This outreach is active and ongoing. Betsy Petrie inquired about the costs for special education students that was mentioned the last time Board of Education members attended a Board of Finance Meeting. Al Vertefeuille noted that those costs are being watched very carefully and are not expected to cause a shortfall. Betsy Petrie noted that fuel oil costs are down. This line item will realize savings next year as it is a contract as noted by Al Vertefeuille. Betsy

Petrie inquired about the mid-day bus. Jason Nowosad reported that the bus will not be reinstated for this year but that some parking has been adjusted for parents and they seem to be satisfied with the changes. The bus has been added for next year. David Scata noted there is a focus group meeting for the new superintendent on February 3, at 5:30 p.m. Meghan Bruce questioned the time of that meeting for those who may work out of town. Al Vertefeuille noted that there is an on line questionnaire that people can complete.

#### **Item F. Town Quarterly Reports for Fiscal Year 2014-2015 Expenditures, Revenues, TIP/SIP, Contingency Balance and Fund Balance**

As Veronica is not present David Scata suggested to forward any questions to him and he will forward to Veronica. Greg Lafontaine questioned account #456 Solid Waste and the amount remaining in that account.

#### **G. New Business**

- 1. Discuss and act on Lebanon Volunteer Fire Department's request for release of funds from the Public Safety – Emergency Services Reserve, Capital account 220-00-422-2715-0020.**

The fire chief had contacted the Board and is not ready to present information on this request. No action taken.

- 2. Discuss and act on BOS's request for release of funds from the Emergency Management Fund 228, account 228-00-000-2701-0000**

Joyce Okonuk reported that funds had been received in 2012 from FEMA. The funds are approximately \$85,000.00 and are to be used for emergency related expenses. The generator at the high school which is used as an official town shelter has a leak in the outside fuel tank and is in need of replacement. The Board of Education sent a letter to the Board of Selectmen to use this account for the replacement. The Board of Selectmen has approved the use of the funds for the replacement. Betsy Petrie made a motion to approve up to \$13,000.00 from Emergency Management fund 228-00-000-2701-0000. Seconded by Greg Lafontaine. Greg asked if any of the funds could be reimbursed from the State. Joyce Okonuk responded no, that the Governor has to declare a State of Emergency. Motion passed unanimously.

- 3. Information for the BOF – Library Building Committee**

Maggie McCaw and Jim Russo of the Library Building Committee presented schematic drawings on the proposed addition to the library. The project has been in the planning stages for three years. A construction cost estimate summary prepared by Jacunski Humes Architects, LLC was distributed. Over the three years the State has changed guidelines for State grants. A \$1 million dollar grant has been received from the State Library. The Committee has met with the Board of Selectmen recently and the Town will be doing some of the site work. The crosswalk and the dangers it involves has been discussed. The addition is needed to be in compliance with current codes, ADA. There will be no increase in staff. The project total hard costs are \$4,775,112.83. The total soft costs are \$904,511.28. The committee has two \$1 million grants. They will be applying also for a STEAP Grant. David Scata discussed bonding this project. Joyce Okonuk reported she has reached out to the Bond Council and will get exact information. Betsy Petrie noted that approval of this project would have to be done at the Annual Town Meeting. Construction is planned, if the project is approved, for spring 2016. Phil Johnson discussed the

impact on the parking on the green. Maggie McCaw will be meeting with the Church trustees next month. Utilities need to be found and located. This project will impact the library septic system. Ed Tylor questioned any increase in parking. The municipal lot can be used. The plan is to pave the Library lot to make it easier to plow. There will be an impact on the pathway. Betsy Petrie questioned if there is enough funding for furnishings. The Board of Trustees for the Library will be setting up a program for people to donate toward furnishings. Meghan Bruce asked if the Hugh Trumbull Adams fund could be used. That fund can only be used for maintenance of the library or books from the Mary Adams fund. Ed Tylor asked about growth. The State Library Association has recommended this addition for 20 years of growth. Diane Malozzi asked about the operation of the library during construction. The library will be relocated during construction. It is hoped that a nonprofit group will be created through the Friends of the Library. Phil Johnson asked if there were any other sources of funds. Joyce Okonuk responded there may be federal grants. The STEAP grant is not likely. Will apply for small cities grant; have to see what deadlines are. Joyce explained the HTA grant program.

#### **4. Information for the BOF – WPCA Amston lake Sewer**

Yaw Nsiah, Chairman of the WPCA explained the status of the sewer project. Bill Ingalls, Finance Secretary distributed a hand out regarding loans status, revenue sources, sewer connections and Town staff and WPCA Administrative Services. 45 properties have paid in full their assessment. Bill explained the connections pending and what user fees are used for. Town staff used by WPCA discussed. Their time is billed to WPCA. Meghan Bruce questioned the interest rate on the loans. There is no interest on the loan from the Town. The interest rate from the USDA loan is very low. Ed Tylor inquired if the quality of the water will be tested. Bill Ingalls replied that this may be done in the future but the State has released us from the order. Phil Johnson questioned the user fees. These will be used to cover operating costs. There are 40 properties not currently connected. The time frame to connect these is 5-10 years. The WPCA can connect and put a lien on the property.

#### **5. Discuss and act on the revised Schedule for 2015-2016 FY Budget Process.**

Meghan Bruce made a motion to approve the revised schedule for the 2015-2016 FY Budget Process. Seconded by Kevin Cwikla. Motion passed unanimously.

#### **6. Consider and act on time slots for scheduled department/board/commission FY 2015-2016 budget reviews.**

Discussion of time slots. Saturday meetings will begin at 8:30. Meghan Bruce suggested to have each group discuss future capital needs. The groupings for the February 21<sup>st</sup> meeting were discussed.

#### **H. Other**

D. Scata discussed forming a small group for major capital requests. D. Scata asked for volunteers. Betsy Petrie discussed bonding and debt reduction. L. Charron, G. Lafontaine and B. Petrie had discussed possible capital projects and retiring debt. B. Petrie and M. Bruce volunteered. Will be discussed on February 21<sup>st</sup>.

D. Scata discussed audit adjustments on Town and Board of Education. D. Scata discussed the meeting with the Board of Education. Will review in February. There has been an extension through January for the audit report.

D. Scata noted that the FOI complaint against the BOF has been dismissed.

**I. Adjourn**

M. Bruce made a motion to adjourn the meeting. Motion was seconded by P. Johnson . Meeting adjourned at 8:28 p.m.

**Respectfully Submitted,**

**Kathleen E. Chapman**

**Board of Finance Clerk**