

Date: October 14, 2016  
To: Members Lebanon Board of Finance  
From: David Scata, Chairman  
Subject: Regular Meeting

The Lebanon Board of Finance will hold a regular meeting on Tuesday, October 18, 2016 at 7:00 pm in the Town Hall.

**Agenda**

- A. Call to order.
- B. Executive Session with BOS and Town Counsel to discuss legal issues regarding Lebanon Town Green
- C. Correspondence – BOE Expenditure Report
- D. Minutes – September 20, 2016 Regular Meeting
- E. Public Comments
- F. Financial Report: Town Monthly Reports for Fiscal Year 2016-2017 Expenditures, Revenues, TIP/SIP, Contingency Balance and Fund Balance
- G. New Business
  - a. Discuss and act on requesting that the Board of Selectmen call a special town meeting to authorize the lease purchase of a CAT backhoe for the Public Works Department.
  - b. Discuss and act on requesting that the Board of Selectmen call a special town meeting to re-commit the remaining balance of \$60,532.98 in the Lake Williams account 100-00-000-2269-0000-0000 for Lake Williams maintenance activities and eradication of milfoil.
  - c. Discuss and act on requesting that the Board of Selectmen call a special town meeting to transfer the remaining balance of \$31,361.93 from the WPCA Amston Lake construction account, 229-00-000-4399-0000 to the WPCA Amston Lake assessment account, 236-00-000-4399-0000.
  - d. Discuss and act on authorizing the Board of Selectmen enter into an agreement between the Town of Lebanon and the State of Connecticut for the construction, inspection and maintenance required for the replacement of Bridge No. 070007, Goshen Hill Road over Exeter Brook thru a State of Connecticut Grant, Local Bridge Program, Fiscal Year 2017.
  - e. Discuss and act on a request from the Board of Selectmen to increase the Town Improvement Plan (TIP) threshold from \$5,000.00 to \$10,000.00 requiring Board of Finance approval.

- f. Discuss and act on the Board of Selectman's request to the Board of Finance to create a legal fund, with funds coming from fund balance, for purposes of resolving ownership and deed creation for the 3 current town properties (Library, Town Hall, and Public Works Garage).
- g. Discuss and act on the 2017-2018 budget calendar.
- h. Discuss and act on finalizing the policies and procedures for the Board of Finance for Debt Service and Unassigned Fund Balance.

H. Other

I. Adjourn

**Lebanon Board of Education - September 30, 2016  
Monthly Budget Status Report FY 2016-2017**

Account Object / Description	Revised Budget	September Expenses	September YTD Expenses	Encumb	Amount Remaining	Percent Remaining
109 CERT. STAFF	\$8,245,143	\$648,259	\$1,076,355	\$0	\$7,168,788	86.95%
110 SUBSTITUTE SAL	222,500	2,683	\$3,736	0	\$218,764	98.32%
111 OTHER CERT STAFF SAL	264,930	3,791	\$3,791	0	\$261,139	98.57%
112 NON-CERT. STAFF	1,705,690	139,744	\$288,713	0	\$1,416,977	83.07%
113 OTH NON CERT STAFF SAL	8,700	100	\$618	0	\$8,082	92.90%
<b>Total Salaries</b>	<b>\$10,446,963</b>	<b>\$794,577</b>	<b>\$1,373,213</b>	<b>\$0</b>	<b>\$9,073,750</b>	<b>86.86%</b>
200 SOCIAL SECURITY & MED.	\$273,719	\$20,443	\$38,060	\$0	\$235,659	86.10%
201 RETIREMENT	234,500	23,290	\$35,310	0	\$199,190	84.94%
202 GROUP HEALTH	2,436,939	191,001	\$533,487	0	\$1,903,452	78.11%
205 DISABILITY INS	2,000	0	\$0	0	\$2,000	100.00%
206 UNEMPLOYMENT	30,500	187	\$479	30,021	(\$0)	(0.00%)
207 TUITION REIMB	5,000	400	\$2,000	0	\$3,000	60.00%
208 WORKER'S COMP	150,500	33,112	\$66,225	66,227	\$18,048	11.99%
<b>Total Employee Benefits</b>	<b>\$3,133,158</b>	<b>\$268,434</b>	<b>\$675,562</b>	<b>\$96,248</b>	<b>\$2,361,348</b>	<b>75.37%</b>
322 IMPROVE OF INSTRUCTION	\$17,500	\$0	\$740	\$0	\$16,760	95.77%
323 PUPIL SERVICES	377,300	124,174	\$148,303	15,838	\$213,160	56.50%
324 FIELD TRIPS	2,950	0	\$179	1,406	\$1,365	46.27%
330 OTHER PROF TECH SERVICES	157,231	11,347	\$28,423	71,601	\$57,208	36.38%
340 LEGAL SERVICES	64,000	18,344	\$18,344	0	\$45,657	71.34%
<b>Total Purchased Services</b>	<b>\$618,981</b>	<b>\$153,864</b>	<b>\$195,988</b>	<b>\$88,844</b>	<b>\$334,149</b>	<b>53.98%</b>
411 RUBBISH REMOVAL	\$25,500	\$6,176	\$8,291	\$17,209	\$0	0.00%
420 REPAIR & MAINTAIN EQUIP	42,115	2,045	\$2,120	3,000	\$36,995	87.84%
430 REPAIR & MAINTAIN BLDG.	474,666	92,637	\$141,798	316,590	\$16,278	3.43%
440 RENTALS & COPIER LEASES	57,700	5,984	\$13,804	34,812	\$9,084	15.74%
<b>Total Maint &amp; Operations</b>	<b>\$599,981</b>	<b>\$106,842</b>	<b>\$166,013</b>	<b>\$371,610</b>	<b>\$62,358</b>	<b>10.39%</b>
510 PUPIL TRANSPORTATION	\$1,422,808	\$469,072	\$487,795	\$873,250	\$61,763	4.34%
511 TRANSPORTATION FUEL	48,100	741	\$741	0	\$47,359	98.46%
520 PROPERTY/LIABILITY INS	122,000	28,418	\$58,342	59,850	\$3,808	3.12%
521 STUDENT INSURANCE	10,500	0	\$10,077	0	\$423	4.03%
530 TELEPHONE	49,700	3,456	\$10,390	39,193	\$116	0.23%
531 POSTAGE	20,575	425	\$425	4,885	\$15,265	74.19%
540 ADVERTISING	1,700	185	\$1,133	0	\$567	33.38%
550 PRINTING & BINDING	19,483	264	\$3,024	0	\$16,459	84.48%
560 SCHOOL TUITION	1,984,650	67,330	\$145,638	1,250,549	\$588,462	29.65%
561 EXCESS COST REIMBURSEMENT	(659,687)	0	\$0	0	(\$659,687)	100.00%
580 STAFF TRANSPORTATION	18,278	943	\$2,477	23	\$15,778	86.32%
581 STUDENT TRANSPORTATION	96,891	1,234	\$1,234	25,666	\$69,991	72.24%
<b>Total Other Purchased Services</b>	<b>\$3,134,998</b>	<b>\$572,068</b>	<b>\$721,276</b>	<b>\$2,253,416</b>	<b>\$160,306</b>	<b>5.11%</b>

**Lebanon Board of Education - September 30, 2016**  
**Monthly Budget Status Report FY 2016-2017**

Account Object / Description	Revised Budget	September Expenses	September YTD Expenses	Encumb	Amount Remaining	Percent Remaining
410 ELECTRICITY	\$275,750	\$24,956	\$66,562	\$209,188	(\$0)	(0.00%)
606 HEATING ENERGY	115,600	0	\$0	0	\$115,600	100.00%
<b>Total Utilities</b>	<b>\$391,350</b>	<b>\$24,956</b>	<b>\$66,562</b>	<b>\$209,188</b>	<b>\$115,600</b>	<b>29.54%</b>
601 A.V. SUPPLIES	\$2,670	\$233	\$721	\$829	\$1,121	41.97%
602 GAS & OIL SUPPLIES	1,050	565	\$565	0	\$485	46.22%
603 GRADUATION	18,300	0	\$0	0	\$18,300	100.00%
604 GREENHOUSE SUPPLIES	7,600	312	\$312	938	\$6,350	83.55%
605 HEALTH SUPPLIES	11,010	1,601	\$1,791	1,750	\$7,469	67.84%
607 HOME EC. SUPPLIES	5,500	64	\$64	1,936	\$3,500	63.64%
608 OFFICE SUPPLIES	11,025	1,346	\$2,440	653	\$7,932	71.95%
610 LAB SUPPLIES	19,962	2,471	\$2,471	7,642	\$9,850	49.34%
611 INSTRUCTIONAL SUPPLIES	99,471	9,603	\$18,291	10,394	\$70,786	71.16%
612 MUSIC-SUPPLIES	12,655	2,516	\$3,312	2,684	\$6,659	52.62%
613 CUSTODIAL SUPPLIES	82,000	12,258	\$14,062	18,943	\$48,996	59.75%
614 REPAIR & MAINT. SUPPLIES	47,788	8,716	\$8,799	9,718	\$29,271	61.25%
615 PHYS ED-SUPPLIES	15,710	0	\$0	10,990	\$4,720	30.05%
616 ATH SUPPLIES	26,500	0	\$0	6,603	\$19,897	75.08%
617 IA-SHOP SUPPLIES	23,005	2,397	\$2,433	4,409	\$16,164	70.26%
618 TESTING SUPPLIES	14,555	7,158	\$7,232	1,231	\$6,092	41.85%
619 ART-SUPPLIES	14,912	6,656	\$10,479	3,555	\$878	5.89%
620 COMPUTER S/W & SUPPLIES	15,320	3,805	\$4,715	9,074	\$1,531	9.99%
640 TEXTBOOKS	32,245	13,621	\$22,772	1,776	\$7,697	23.87%
641 WORKBOOKS	27,410	4,503	\$22,309	126	\$4,975	18.15%
642 LIBRARY BOOKS	19,800	0	\$0	2,906	\$16,894	85.32%
643 PERIODICALS	6,791	2,731	\$3,409	2,275	\$1,107	16.30%
690 OTHER SUPPLIES & MATL	2,000	0	\$0	0	\$2,000	100.00%
<b>Total Supplies</b>	<b>\$517,279</b>	<b>\$80,554</b>	<b>\$126,175</b>	<b>\$98,431</b>	<b>\$292,673</b>	<b>56.58%</b>
710 CAPITAL OUTLAY BUILDINGS	\$30,300	\$0	\$17,287	\$0	\$13,013	42.95%
720 CAPITAL OUTLAY GROUNDS	16,000	7,182	\$7,182	0	\$8,818	55.11%
730 INSTRUCTIONAL EQUIP	7,318	1,664	\$1,664	0	\$5,654	77.26%
731 REPLACE INST EQUIPMENT	5,325	0	\$0	0	\$5,325	100.00%
732 NON-INST EQUIPMENT	1,069	136	\$265	20	\$785	73.39%
733 FIXTURES AND FURNITURES	0	0	\$0	0	\$0	0.00%
734 TECHNOLOGY LICENSES	94,568	11,076	\$32,146	25,442	\$36,980	39.10%
735 TECHNOLOGY EQUIPMENT	0	0	\$0	0	\$0	0.00%
<b>Total Capital/Equipment</b>	<b>\$154,580</b>	<b>\$20,058</b>	<b>\$58,544</b>	<b>\$25,462</b>	<b>\$70,574</b>	<b>45.66%</b>
810 DUES & FEES	\$56,647	\$9,850	\$28,450	\$2,195	\$26,002	45.90%
890 ADMINISTRATIVE SUPPORT SERVICES	\$0	\$0	\$0	\$0	\$0	0.00%
001 GENERAL FUND	<b>\$19,053,937</b>	<b>\$2,031,203</b>	<b>\$3,411,783</b>	<b>\$3,145,395</b>	<b>\$12,496,759</b>	<b>65.59%</b>

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 Nintean (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. Nintean 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. Ninteau 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. Ninteau 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.

Town of Lebanon FY 2017		Adopted Budget		Amendments		Reported Period		Amount		Percent		Notes	
Board of Finance		07/01/2016-		07/01/2016-		07/01/2016-		07/01/2016-		07/01/2015-			
Monthly Expenditure Report		06/30/2017		06/30/2017		09/30/2016		9/30/2016		9/30/2016			
As of 09/30/2016													
Account Number / Description													
400 LEGAL COUNSEL	\$25,500	\$0	\$3,391	\$22,109						87%			
401 SELECTMEN	\$134,493	\$0	\$36,090	\$98,403						73%			
402 ELECTIONS	\$43,459	\$0	\$5,457	\$38,002						87%			
403 PROBATE COURT	\$2,253	\$0	\$2,253	\$0						0%			
405 BOARD OF FINANCE	\$3,350	\$0	\$75	\$3,275						98%			
406 FINANCE OFFICE	\$151,725	\$0	\$26,655	\$125,070						82%			
407 TAX COLLECTOR	\$79,648	\$0	\$15,816	\$63,832						80%			
408 BD ASSESSMENT	\$1,000	\$0	\$209	\$791						79%			
409 TOWN CLERK	\$97,904	\$0	\$22,427	\$75,477						77%			
410 ASSESSOR	\$73,420	\$0	\$14,657	\$58,763						80%			
411 AUDITOR	\$23,000	\$0	\$0	\$23,000						100%			
412 TOWN REPORT	\$1,000	\$0	\$0	\$1,000						100%			
415 COMPUTER SERVICE	\$117,032	\$0	\$43,991	\$73,041						62%			
417 TOWN HALL	\$76,855	\$0	\$12,059	\$64,796						84%			
418 INSURANCE	\$167,215	\$0	\$71,879	\$95,336						57%			
420 POLICE SERVICES	\$231,524	\$0	\$13,370	\$218,154						94%			
422 VOLUNTEER FIRE DEPT	\$175,000	\$0	\$175,000	\$0						0%			

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Town of Lebanon FY 2017		Adopted Budget	Amendments	Reported Period	Amount Remaining	Percent Remaining	Notes
Board of Finance		07/01/2016-	07/01/2016-	07/01/2016-	07/01/2016-	07/01/2015-	
Monthly Expenditure Report		06/30/2017	06/30/2017	09/30/2016	9/30/2016	9/30/2016	
As of 09/30/2016							
Account Number / Description							
423	FIRE MARSHALL	\$19,139	\$0	\$3,211	\$15,928	83%	
424	BURNING OFFICIALS	\$3,250	\$0	\$0	\$3,250	100%	
425	BUILDING DEPT	\$34,612	\$0	\$6,993	\$27,619	80%	
426	FIRE SAFETY COMPLEX	\$23,136	\$0	\$2,496	\$20,640	89%	
429	TREE WARDEN	\$185	\$0	\$0	\$185	100%	
430	DEPT PUBLIC WORKS	\$745,767	\$0	\$146,472	\$599,295	80%	
431	BLDGS & GROUNDS	\$143,851	\$0	\$21,565	\$122,286	85%	
433	SNOW REMOVAL	\$217,150	\$0	\$0	\$217,150	100%	
434	STREETS LIGHTS	\$1,300	\$0	\$368	\$932	72%	
436	SOLID WASTE	\$193,299	\$0	\$32,389	\$160,910	83%	
437	WATER POLLUTION CONTROL	\$6,370	\$0	\$113	\$6,257	98%	
439	CEMETERY COMMISSION	\$13,560	\$0	\$2,350	\$11,210	83%	
441	HEALTH DEPARTMENT	\$47,400	\$0	\$11,841	\$35,559	75%	
443	PUBLIC HEALTH NURSE	\$1,000	\$0	\$0	\$1,000	100%	
445	HUMAN SERVICES	\$19,550	\$0	\$4,069	\$15,481	79%	
446	WCMH PARAMEDIC PROGRAM	\$42,623	\$0	\$2,519	\$40,104	94%	
448	UNITED SERVICES	\$5,252	\$0	\$5,252	\$0	0%	
449	SWITCHBOARD	\$19,300	\$0	\$19,300	\$0	0%	

Town of Lebanon FY 2017		Adopted Budget	Amendments	Reported Period	Amount	Percent	Notes
Board of Finance		07/01/2016-	07/01/2016-	07/01/2016-	Remaining	Remaining	
Monthly Expenditure Report		06/30/2017	06/30/2017	09/30/2016	07/01/2016-	07/01/2015-	
As of 09/30/2016					9/30/2016	9/30/2016	
Account Number / Description							
455 SPECIAL EVENTS	\$1,000	\$0	\$0	\$0	\$1,000	100%	
458 SENIOR CENTER	\$80,951	\$0	\$0	\$18,278	\$62,673	77%	
461 PLANNING & ZONING	\$147,130	\$0	\$0	\$27,845	\$119,285	81%	
464 ZBA	\$5,060	\$0	\$0	\$1,631	\$3,429	68%	
465 ECONOMIC DEVELOPMENT	\$2,000	\$0	\$0	\$500	\$1,500	75%	
467 INLAND WETLANDS	\$2,000	\$0	\$0	\$1,076	\$924	46%	
469 CONSERVATION COMMISSION	\$250	\$0	\$0	\$0	\$250	100%	
480 FRINGE BENEFITS	\$677,400	\$0	\$0	\$134,999	\$542,401	80%	
SUBTOTAL FOR TOWN	\$3,856,913	\$0	\$0	\$886,596	\$2,970,317		
490 TRANSFERS	\$21,469,531	\$0	\$0	\$5,365,226	\$16,104,305	75%	
GRAND TOTAL	\$25,326,444	\$0	\$0	\$6,251,822	\$19,074,622	75%	

TOWN OF LEBANON									
YEAR TO DATE REVENUES FOR FY 2017									
AS OF 09/30/2016									
TRIAL BALANCE									
Account Number / Description	FY 2017 Approved Budget	FY 2017 Budget Actuals	FY 2017 Difference Budget vs Actuals	FY 2017 Percent Not Collected	FY 2017 Percent Collected				
	07/01/2016- 06/30/2017	07/01/2016- 09/30/2016	07/01/2016- 09/30/2016	07/01/2016- 09/30/2016	09/30/2016				
100 GENERAL FUND									
100-00-000-4300-0000-0000 EDUCATION COST SHARING (State)	\$5,307,204	\$0	(\$5,307,204)	100.0%	100.0%				
100-00-000-4301-0000-0000 ARRA ECS REVENUE	\$0	\$0	\$0	0.0%	0.0%				
<b>Subtotal</b>	<b>\$5,307,204</b>	<b>\$0</b>	<b>(\$5,307,204)</b>	<b>100.0%</b>	<b>100.0%</b>				
100-00-000-4304-0000-0000 TRANSPORTATION (State)	\$71,523	\$0	(\$71,523)	100.0%	100.0%				
100-00-000-4306-0000-0000 VOCATIONAL AGRICULTURAL (State)	\$281,963	\$0	(\$281,963)	100.0%	100.0%				
100-00-000-4308-0000-0000 CONSTRUCTION PRINCIPAL	\$0	\$0	\$0	0.0%	0.0%				
100-00-000-4310-0000-0000 CONSTRUCTION INTEREST	\$0	\$0	\$0	0.0%	0.0%				
100-00-000-4315-0000-0000 SPORTS LICENSE - TOWN	\$0	\$9	\$9	0.0%	0.0%				
100-00-000-4316-0000-0000 MARRIAGE LICENSE- TOWN	\$0	\$66	\$66	0.0%	0.0%				
100-00-000-4317-0000-0000 OTHER REVENUE- TOWN CLERK	\$0	\$54	\$54	0.0%	0.0%				
100-00-000-4317-0001-0000 MERS GENERAL- TOWN CLERK	\$0	\$2,262	\$2,262	0.0%	0.0%				
100-00-000-4317-0002-0000 MERS EXCEPTION- TOWN CLERK	\$0	\$384	\$384	0.0%	0.0%				
100-00-000-4318-0000-0000 CONVEYANCE TAX - TOWN	\$0	\$20,216	\$20,216	0.0%	0.0%				
100-00-000-4319-0000-0000 DOG LIC TOWN CLERK FEES	\$0	\$170	\$170	0.0%	0.0%				
100-00-000-4320-0000-0000 BOATS	\$0	\$0	\$0	0.0%	0.0%				
100-00-000-4321-0000-0000 BURIAL PERMITS - TOWN CLK	\$0	\$0	\$0	0.0%	0.0%				
100-00-000-4322-0000-0000 IN LIEU OF TAXES (State)	\$3,458	\$3,431	(\$27)	0.8%	0.8%				
100-00-000-4323-0000-0000 CERTIFIED COPY VITAL RECORDS	\$0	\$840	\$840	0.0%	0.0%				
100-00-000-4324-0000-0000 CIRCUIT BREAKER (State)	\$31,000	\$0	(\$31,000)	100.0%	100.0%				
100-00-000-4325-0000-0000 DOG LIC - TOWN PORTION ACO	\$0	\$0	\$0	0.0%	0.0%				
100-00-000-4327-0000-0000 CERTIFICATIONS - TOWN CLERK	\$0	\$8	\$8	0.0%	0.0%				
100-00-000-4328-0000-0000 ADD VETS EXEMPT (State)	\$3,200	\$0	(\$3,200)	100.0%	100.0%				
100-00-000-4329-0000-0000 MUNICIPAL REVENUE SHARING (State)	\$30,427	\$0	(\$30,427)	100.0%	100.0%				
100-00-000-4330-0000-0000 DISABLED (State)	\$700	\$0	(\$700)	100.0%	100.0%				
100-00-000-4340-0000-0000 TOWN AID ROADS (State)	\$279,859	\$120,712	(\$159,147)	56.9%	56.9%				
100-00-000-4342-0000-0000 MASH-PEQUOT (State)	\$33,161	\$0	(\$33,161)	100.0%	100.0%				
100-00-000-4350-0000-0000 MISC - STATE OF CONN. Sales Tax Share	\$0	\$149,163	\$149,163	0.0%	0.0%				
100-00-000-4331-0000-0000 NPU WATER STORAGE	\$35,300	\$8,843	(\$26,457)	74.9%	74.9%				
100-00-000-4360-0000-0000 UTILITIES DIRECT PILOT	\$30,000	\$10,305	(\$19,695)	65.7%	65.7%				
100-00-000-4361-0000-0000 INTEREST TAXES	\$125,000	\$49,716	(\$75,284)	60.2%	60.2%				
100-00-000-4362-0000-0000 LIEN FEES	\$11,800	\$3,319	(\$8,481)	71.9%	71.9%				

TOWN OF LEBANON									
YEAR TO DATE REVENUES FOR FY 2017									
AS OF 09/30/2016									
TRIAL BALANCE									
Account Number / Description	FY 2017 Approved Budget	FY 2017 Budget Actuals	FY 2017 Difference Budget vs Actuals 07/01/2016- 09/30/2016	FY 2017 Percent Not Collected 09/30/2016	FY 2017 Percent Not Collected 07/01/2015- 09/30/2015				
100-00-000-4363-0000-0000 SUSPENSE BOOK	\$8,000	\$1,328	(\$6,672)	83.4%	*				
100-00-000-4365-0000-0000 MISC SELECTMAN	\$3,500	\$15,104	\$11,604	0.0%	*				
100-00-000-4366-0000-0000 TOWN CLERK FEES (Town Clerk)	\$6,300	\$0	(\$6,300)	100.0%	*				
100-00-000-4367-0000-0000 LAND RECORD FEES (Town Clerk)	\$70,000	\$5,274	(\$64,726)	92.5%	*				
100-00-000-4368-0000-0000 COPIES (Town Clerk)	\$7,000	\$1,982	(\$5,018)	71.7%	*				
100-00-000-4369-0000-0000 BOOKS AND ORDINANCES (Town Clerk)	\$0	\$0	\$0	0.0%	*				
100-00-000-4370-0000-0000 FILING MAPS (Town Clerk)	\$0	\$50	\$50	0.0%	*				
100-00-000-4371-0000-0000 ASSESSORS	\$550	\$121	(\$429)	78.0%	*				
100-00-000-4372-0000-0000 INSURANCE REIMBURSEMENTS	\$0	\$0	\$0	0.0%	*				
100-00-000-4373-0000-0000 POLICE	\$3,000	\$1,564	(\$1,436)	47.9%	*				
100-00-000-4374-0000-0000 FIRE MARSHAL	\$1,000	\$650	(\$350)	35.0%	*				
100-00-000-4375-0000-0000 BUILDING FEES	\$60,000	\$50,809	(\$9,191)	15.3%	*				
100-00-000-4376-0000-0000 FIRE SAFETY	\$1,000	\$0	(\$1,000)	100.0%	*				
100-00-000-4377-0000-0000 SOLID WASTE FACILITY	\$115,000	\$27,312	(\$87,688)	76.3%	*				
100-00-000-4378-0000-0000 SEXTON FEES	\$7,500	\$1,750	(\$5,750)	76.7%	*				
100-00-000-4380-0000-0000 PZC FEES	\$5,000	\$1,500	(\$3,500)	70.0%	*				
100-00-000-4381-0000-0000 ZBA FEES	\$2,500	\$400	(\$2,100)	84.0%	*				
100-00-000-4382-0000-0000 IWC FEES	\$1,500	\$262	(\$1,238)	82.5%	*				
100-00-000-4383-0000-0000 BOARD OF ED MISC REVENUE	\$0	\$175	\$175	0.0%	*				
100-00-000-4384-0000-0000 SCHOOL TUITION	\$692,015	\$0	(\$692,015)	100.0%	*				
100-00-000-4385-0000-0000 INVESTMENT INCOME	\$12,000	\$6,986	(\$5,015)	41.8%	*				
100-00-000-4389-0000-0000 TOWN MISC REVENUE	\$6,000	\$0	(\$6,000)	100.0%	*				
100-00-000-4410-0000-0000 PASSPORT PROCESSING	\$3,000	\$200	(\$2,800)	93.3%	*				
100-00-000-4390-0000-0000 SALE OF ASSETS	\$0	\$0	\$0	0.0%	*				
100-00-000-4391-0000-0000 TOWN DEPOSIT	\$0	\$0	\$0	0.0%	*				
100-00-000-4392-0000-0000 LOCAL SCHOOL	\$0	\$1	\$1	0.0%	*				
100-00-000-4393-0000-0000 SCHOOL PRIZES	\$0	\$0	\$0	0.0%	*				
100-00-000-4394-0000-0000 CARE CEMETERY	\$0	\$0	\$0	0.0%	*				
100-00-000-4395-0000-0000 LYMAN FUND	\$0	\$0	\$0	0.0%	*				
100-05-420-4350-0000-0000 MISC. STATE GRANTS	\$0	\$0	\$0	0.0%	*				
<b>TOTAL</b>	\$7,249,460	\$484,966	(\$6,764,494)	93.3%	\$ 573,088	93.3%			

**Town of Lebanon**  
**TIP Report as of 09/30/2016**  
**FY 2017 Trial Balance**

Account Number	Class	Description	Expenditure
208-00-510-0000-0000	BUILDINGS & GROUNDS		
Posting Date			
08/11/2016	LESSARD AIR AND HEATING	Sentor Center new stove gas line	\$ 220.00
09/07/2016	SERVICE STATION EQUIPMENT	DPW tank environmental services	\$ 1,598.75
09/20/2016	DAVIDSON ELECTRIC	DPW garage extra circuit for office	\$ 175.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
208-00-620-0000-0000	FURNITURE, FIXTURE, EQUIPMENT		
Posting Date			
08/11/2016	BIBLIOMATION	Library Five Dell Computers	\$ 3,750.00
08/11/2016	RESTAURANT EQUIP PARADISE	Fire Safety Complex stove 50% of invoice 1st pay.	\$ 2,741.88
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
		Total FY 17 Expenses as of 09/30/2016	\$ 8,485.63
		Fund Balance as of 09/30/2016	\$ 122,999.71

# Town of Lebanon Trial Balance

Report # 31647

Account Groups: (First) - (Last)  
Accounts: 220-00-490-2735-0050-0000 -  
220-00-490-2755-0050-0000  
Dates: 07/01/2016 - 09/30/2016

Book Type: Actual  
Sort By: Account Number

Detail Option: Full Detail  
Include Zero Activity Accounts: No  
Subtotal First Account Segment: No  
Select Accounts Utility: No

Account Number	Description	Class	Beginning Balance	Total Debits	Total Credits	Net Change	Ending Balance
220-00-490-2735-0050-0000	School Improvement Plan (SIP)	Liability	(96,609.65)	0.00	100,000.00	(100,000.00)	(196,609.65)
<b>Posting Date</b> 07/01/2016	<b>Batch #</b> 8053	<b>Document Type</b> General Journal	<b>Document #</b> 59709	<b>Debit Amount</b> 0.00	<b>Credit Amount</b> 100,000.00		
				<b>\$0.00</b>	<b>\$100,000.00</b>		
		<b>Account 220-00-490-2735-0050-0000 Totals:</b>					
220-00-490-2745-0050-0000	Technology	Liability	(62,021.72)	0.00	90,000.00	(90,000.00)	(152,021.72)
<b>Posting Date</b> 07/01/2016	<b>Batch #</b> 8053	<b>Document Type</b> General Journal	<b>Document #</b> 59709	<b>Debit Amount</b> 0.00	<b>Credit Amount</b> 90,000.00		
				<b>\$0.00</b>	<b>\$90,000.00</b>		
		<b>Account 220-00-490-2745-0050-0000 Totals:</b>					
220-00-490-2755-0050-0000	Athletic Facilities	Liability	(34,055.00)	3,690.00	30,000.00	(26,310.00)	(60,365.00)
<b>Posting Date</b> 07/01/2016	<b>Batch #</b> 8053	<b>Document Type</b> General Journal	<b>Document #</b> 59709	<b>Debit Amount</b> 0.00	<b>Credit Amount</b> 30,000.00		
<b>Posting Date</b> 08/24/2016	<b>Batch #</b> 8198	<b>Document Type</b> Voucher	<b>Document #</b> 280151256 LM4706	<b>Debit Amount</b> 3,690.00	<b>Credit Amount</b> 0.00		
				<b>\$3,690.00</b>	<b>\$30,000.00</b>		
		<b>Account 220-00-490-2755-0050-0000 Totals:</b>					
				<b>\$3,690.00</b>	<b>\$220,000.00</b>		
		<b>Report Totals:</b>	<b>(\$192,686.37)</b>	<b>\$3,690.00</b>	<b>\$220,000.00</b>	<b>(\$216,310.00)</b>	<b>(\$408,996.37)</b>

3 Accounts Listed.

CONTINGENCY AND FUND BALANCE  
FY 2016-2017

Approved BOF	Approved TM	Action Approved by Board & Town Meetings	Amount Authorized	FY 17 Impacts Contingency	FY 17 Impacts On Fund Balance
	FY 2017	Fiscal Year 2017			
		Fund Balance as of June 30, 2015, page 13 of 2015 Audit			\$ 3,870,010.00
		Contingency Balance July 1, 2016		\$ 130,000.00	
06/21/2016		BOF authorized the establishment of non-lapsing special fund for Board of Education Fiscal Year 2016 surplus funding. Finance Director will establish Fund 245 for the special fund.			
06/21/2016		BOF authorized a request to the Board of Selectmen to call a special town meeting for transferring from Fund Balance \$27,749.00 to close out the Board of Education Vo Ag equipment deficit, account number 100-00-000-2289-0000.			\$ (27,749.00)
07/19/2016		BOF authorized the transfer up to \$186,586.00 of the BOE's operating surplus for Fiscal Year 2015-2016 to a newly established Fund 245, Non-Lapsing Fund for the BOE.			
08/16/2016		For Fiscal Year 2016: BOF rescinded the BOF motion made on 08/18/2015 to transfer from FY 2016 Contingency to Account 420- Police Services, \$20,500.00 to cover deficit.			
		For Fiscal Year 2016: BOF authorized the transfer of \$11,300.00 from FY 2016 Contingency to Account 420 - Police Services for FY 15-16 to cover deficit.			
		For Fiscal Year 2016: BOF authorized the following FY 2016 budget amendments transfers from FY 2016 Contingency: Department 415, Computer Services, \$3,828.00 Department 441, Health Department, \$58.00 Department 467, Inland/Wetlands, \$46.00 Department 411, Auditor, \$2,450.00			
		For Fiscal Year 2016: BOF authorized the following FY 2016 budget amendments transfers: Department 400, Legal, \$27,713.00 Department 480, Fringe Benefits, -\$27,713.00			
09/20/2016		BOF authorized the Lebanon Volunteer Fire Department to apply for the AFG grant for up to a 10% cost share for a maximum of \$100,000.00			
09/20/2016		BOF authorized 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.			\$ (40,000.00)
09/20/2016		BOF authorized the 2017 Schedule of Regular BOF meetings.			

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## Resolution

Consider and act upon approving a Resolution for the entrance by the Town into a lease-purchase agreement in a principal amount not to exceed one hundred five thousand dollars and no cents (\$105,000.00) to finance costs related to the acquisition of a 2016 CAT Backhoe, for use by the Town of Lebanon Public Works Department, to authorize the First Selectman to determine the lease-purchase financing provider, to accept and determine the amount, date, interest rate, term and other details of the financing under the lease-purchase agreement, and to take other actions as may be necessary or expedient in connection with the fulfillment of the provisions of the lease-purchase agreement and related transactions; to make certain declarations and to authorize the First Selectman to bind the Town pursuant to such representations and covenants necessary or advisable in order to maintain the continued exemption from federal income taxation of the interest portion of payments under the lease-purchase agreement, including covenants to pay rebates of investment earnings to the United States in future years; and to authorize the First Selectman and other proper officers and officials of the Town to take all other action and to enter into any other agreements which are necessary or desirable to complete the project and to finance the project through the lease-purchase agreement.”

# Town of Lebanon Trial Balance

Report # 31645

Account Groups: (First) - (Last)  
Account: 100-00-000-2269-0000-0000  
Dates: (Earliest) - (Latest)  
Book Type: Actual  
Sort By: Account Number  
Detail Option: Full Detail  
Include Zero Activity Accounts: No  
Subtotal First Account Segment: No  
Select Accounts Utility: No

Account Number	Description	Class	Beginning Balance	Total Debits	Total Credits	Net Change	Ending Balance
100-00-000-2269-0000-0000	DT-DF LAKE WILLIAMS PROJECT	Liability	0.00	2,240.83	62,773.81	(60,532.98)	(60,532.98)
		Reference		Debit Amount	Credit Amount		
06/30/2008	1091 General Journal	fy'e aje's 0630008		0.00	9,667.98		
05/07/2009	1295 General Journal	CORRECTIONS TO GF CHECKING		0.00	6,749.37		
06/30/2009	1781 General Journal	6/30/09 Auditor AJE'S		0.00	295.50		
02/28/2010	1890 General Journal	Reclass FECB Assess. from Taxes YTD 2		0.00	5,364.89		
06/30/2010	2430 General Journal	Auditor Adjusting Entries #33		0.00	5.20		
09/30/2010	2337 General Journal	September Tax Receipts		0.00	4,740.71		
10/31/2010	2338 General Journal	Tax Receipts for October		0.00	803.71		
06/30/2011	2741 General Journal	Tax Collections June 2011		0.00	1,230.83		
06/30/2011	3281 General Journal	FY 2011 Audit Adjustment per S. Hopkin		1,230.83	0.00		
10/31/2011	3071 General Journal	Tax Collections Oct 2011		0.00	3,013.51		
11/30/2011	3136 General Journal	FECB collections Nov 2011		0.00	694.95		
01/31/2012	3229 General Journal	January 2012 Tax Revenue		0.00	5,768.40		
06/30/2012	4347 General Journal	2012 Audit Adjustments per Auditor		0.00	16,979.67		
10/18/2012	3982 General Journal	September 2012 Tax Revenue		0.00	292.19		
11/29/2012	4057 General Journal	Adj. Oct 2012 Tax Revenue		0.00	3,219.33		
06/28/2013	4601 General Journal	May 2013 Tax Revenue		0.00	203.29		
06/30/2013	5278 General Journal	FY 13 Audit Consolidated Adjust.		0.00	1,092.02		
10/08/2013	4920 General Journal	Tax Revenue July 2013		0.00	518.00		
10/08/2013	4921 General Journal	Tax Revenue August 2013		0.00	492.00		
11/18/2013	5007 General Journal	Jul 2013 Tax Lien Fees Adjustment		518.00	0.00		
11/18/2013	5008 General Journal	Aug 2013 Tax Lien Fees Adjustment		492.00	0.00		
11/30/2013	5073 General Journal	FECB Sep 2013 Tax Rev		0.00	1,039.95		
09/30/2014	6028 General Journal	Sep 2014 Tax Revenue		0.00	602.31		
<b>Account 100-00-000-2269-0000-0000 Totals:</b>				<b>\$2,240.83</b>	<b>\$62,773.81</b>		

**Report Totals:** \$0.00 \$2,240.83 \$62,773.81 (\$60,532.98)

1 Account Listed.

**Town of Lebanon**  
**WATER POLLUTION CONTROL AUTHORITY**  
**Regular Meeting**  
Town Hall-Lower Level  
September 22, 2016 – 7:30 PM

MINUTES

Members Present: Steve Farrick, Dave Hartley, and John Bendoraitis

Staff present: Jason Nowosad, WPCA Field Agent and Cheryl Ely-DeCarlo, Administrator

- 1.0 Call to Order Special Meeting: Acting chairman, J. Bendoraitis called the meeting to order at 7:30 p.m.
- 2.0 Public Comment – J. Peterson, presented a proposal to adjust the existing Grinder Pump Easement at 418 Deepwood Drive. Jason Nowosad further explained Mr. Peterson’s request and reviewed easement adjustment as presented on the Improvement Location Plan submitted by J. Peterson.

J. Bendoraitis moved to amend the agenda to add for consideration the proposed adjustment to the existing Grinder Pump Easement at 418 Deepwood Drive and seconded by S. Farrick. Motion was unanimously approved.

J. Bendoraitis moved to approve the proposal as submitted by J. Peterson to adjust the existing Grinder Pump Easement at 418 Deepwood Drive. Motion was seconded by S. Farrick. Motion unanimously approved.

- 3.0 Minutes  
Discuss and Act Upon:

- 3.1 Approving the Minutes from the June 16, 2016 Special Meeting:

The minutes from the July 19, 2016 Special Meeting were amended as follows:

“2.1 K. Feldman – 7 Deepwood Drive

J. Nowosad reported the lot would support a home even without sewers. The town will need an easement from the property owners to be recorded with the town clerk and town would provide the grinder pump. J. Nowosad said who would install grinder pump and line to the system. Pump location is good.

Discussion followed on requirements for the grinder pump installer. If properly licensed and bonded. The board could ask for an increase in bonding requirement to \$25,000 bond due to increase in disturbance and access to the town system.”

"8.2 Penalty Fee for New Connections: S. Farrick said there is no strategic advantage in adding a penalty fee for new connections to encourage remaining district residents to connect. Consensus of the board was to remove this item from future agendas. "

J. Bendoraitis moved to approve the minutes from the July 19, 2016 Special Meeting as amended. S. Farrick seconded. Motion unanimously approved.

#### 5.0 Financials

Discuss and Act Upon:

5.1 Treasurer's Report: J. Bendoraitis presented the Treasurer's Report providing balances in Fund Accounts 229, 235, 236 and 437. Also reviewed were the WPCA Use Fees and WPCA Assessment Delinquency reports. A discussion was held on the remaining balance of \$31,2540.15 in Fund 229 (Construction). J. Bendoraitis recommended that WPCA closeout account 229 and move the balance into Fund 236 (Assessments) to provide more flexibility. S. Farrick requested J. Nowosad contact F. R. Mahony to inquire about the cost of purchasing new chamber/pump and control units (approximately 20 units). J. Bendoraitis moved to close Fund 229 and move balance of \$31,350.15 (plus any interest) to Fund 236, second D. Hartley. Motion unanimously approved. J. Bendoraitis will contact FDA and Town auditor for verification before completing the transfer of funds.

5.2 Invoices Received: None presented.

6.0 Field Agents Report: J. Nowosad reported that signed easements have been received for a couple more properties which had not previously provided signed easements to WPCA. Any inquiries received regarding vacant properties are directed to Uncas Health for septic approval prior to moving forward. There were two issues reported this month. One was a reset and one was a brand new connection. Power was not turned on. F. R. Mahony fixed the issue. J. Nowosad noted the importance of receiving service reports from F. R. Mahony. This information will help WPCA forecast repair costs and equipment needs. J. Bendoraitis will request F. R. Mahony provide copies of service reports prior to authorizing payment of next invoice from F. R. Mahony. J. Nowosad stated that there are no issues with F. R. Mahony at this point in time.

#### 7.0 New Business

Discuss and Act Upon:

7.1 2017 Schedule of Meeting Dates for WPCA:

C. Ely-DeCarlo presented proposed meeting dates for 2017. Members reviewed the meeting dates and requested the December 2017 date be changed from December 21, 2017 to December 14, 2017. J. Bendoraitis moved to approve the WPCA meeting dates as presented with the change for the December 2017 meeting date (December 14, 2017), second D. Hartley. Motion unanimously approved. C. Ely-DeCarlo will provide L. McDonald with a copy of WPCA 2017 meeting dates.

7.2 Parts List Recommendation

J. Nowosad will meet with K. Wentworth to finalize parts list. F. R. Mahony is presently servicing repair issues.

8.0 Old Business

Discuss and Act Upon:

8.1 Town of Hebron WPCA 2016-2017 Flow Charges

S. Farrick moved to table this item pending return of WPCA Chairman, Second D. Hartley. Motion unanimously approved.

9.0 Topics for Next Agenda

Town of Hebron WPCA 2016-2017 Flow Charges, Parts List Recommendation, Standard Topics

10.0 Adjournment

S. Farrick moved to adjourn the meeting at 8:35 p.m., seconded D. Hartley. Motion unanimously approved.

Respectfully Submitted,  
Cheryl Ely-DeCarlo, WPCA Administrator

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

RESOLUTION

Bridge No. 070007, Goshen Hill Road Over Exeter Brook

Consider and act upon approving a Resolution for entering into a grant agreement between the Town of Lebanon and the State of Connecticut for the construction, inspection, and maintenance required for the replacement of the Goshen Hill Road Over Exeter Brook, Bridge No. 070007 utilizing the State of Connecticut 2017 Local Bridge Grant Program.

## **DRAFT**

### **TOWN IMPROVEMENT PLAN**

#### **Purpose**

Town Improvement Plan (TIP) shall providing funding for use within the Town for expenses that are not identified as funded through operational or capital budgets.

#### **Policy**

Furniture, office equipment, and items having a useful life of more than 1 year; improvement projects; emergency/non-routine repairs to existing municipal buildings and facilities (interior and exterior); building attachments and grounds that return them to their original condition or additions; and upgrades not identified as a capital expenditure.

Normal recurring expenses such as, but not limited to office supplies, computer supplies (i.e. toner), cleaning supplies, routine planned and cycled maintenance for town buildings, facilities, building attachments, grounds, and capital expenditures are not eligible for TIP funding.

#### **Approval Process**

Town departments may request TIP funding through the First Selectman's office.

The Board of Selectmen will oversee expenses under \$5,000.00 from the TIP fund.

Board of Finance authorization is needed for TIP expenses over \$5,000.00 and for expenses consisting of multiple like items or projects of less than \$5,000.00 but whose accumulated value is greater than \$5,000.00.

#### **Appropriations**

Appropriations shall be reported through the annual budget process. Unexpended funds shall carry over from year to year. The fund shall not exceed 3% of the current fiscal year Town budget.

#### **Reporting**

TIP fund will be accounted for in Fund 208. Reports will be received quarterly from the Finance Office summarizing expenditures, appropriations, and current balances of the TIP fund. The report will also include projects approved by the BOF, project expenditures, and project balances. Reports will be presented at a regular meeting of the Board of Finance.

All requests for additions, deletions, or changes to the TIP fund policy shall be presented at a meeting of the Board of Finance and approved by vote of the Board of Finance.

**Lebanon Board of Finance  
Calendar for 2017 - 2018 Fiscal Year Budget**

Date		
Monday	26-Sep	Letter to departments, boards, and commissions on preliminary 2018 capital requirements with Capital budget forms.
<b>Tuesday</b>	<b>15-Nov</b>	<b>Regular Monthly Meeting</b>
Thursday	1-Dec	Departments, boards and commissions receive FY 2017 - 18 budget forms (Operating Budgets); and due date for 2017-2018 Capital Budgets from departments, boards, and commissions
<b>Tuesday</b>	<b>20-Dec</b>	<b>Regular Monthly Meeting</b>
<b>Tuesday</b>	<b>17-Jan</b>	<b>Regular Monthly Meeting</b>
Friday	27-Jan	Deadline for turning in Town Budget requests to Finance Office for Operating Budgets and Capital Budgets
Thursday	16-Feb	BOF receive budget books
<b>Tuesday</b>	<b>21-Feb</b>	<b>Regular Monthly Meeting and discuss small/static budgets</b>
Saturday	25-Feb	Review Operating and Capital Budgets for Town Departments, Boards, Commissions & Agency requests as follows: 422 Lebanon Volunteer Fire Dept. 446 Paramedic Program 449 Switchboard Dispatch 407 Tax Collector 409 Town Clerk 410 Town Assessor 420 Resident State Trooper 439 Cemetery Commission 425 Building Department 424 Burning Official 423 Fire Marshall 436 Solid Waste Commission 213 Library 235 Amston Lake User Fees (information) 236 Amston Lake Assessment Fees (information)
Saturday	4-Mar	Review Operating and Capital Budgets for Board of Selectmen, Senior Services and Rec Commission as follows: 400 Legal 401 Selectmen 415 Computer Services 417 Town Hall 426 Fire Safety Complex 430 Public Works 431 Buildings & Grounds 433 Snow Removal 441 Health 204 Community Center 205 Animal Control 208 Town Improvement Plan (TIP) 228 Emergency Management 458 Senior Center/Commission on Aging 221 Senior Van Program 206 Recreation Commission
Tuesday	7-Mar	Special Meeting: Review Operating and Capital Budgets for 461 Planning & Zoning and 469 Conservation Commission and review Board of Education Operating and Capital Budgets and BOE Projected Revenues
Saturday	11-Mar	Makeup Snow Date
Tuesday	14-Mar	Special Meeting: Town Budget and Special Funds
<b>Tuesday</b>	<b>21-Mar</b>	<b>Regular Monthly Meeting</b> 406 Review Operating Budget for Finance Office 418 Review Operating Budget for Insurance Review Town Revenue Projections
Thursday	23-Mar	Special Meeting: Town Budget and Special Funds
Tuesday	28-Mar	Special Meeting: Discuss Town Budget, Special Funds, Board of Education, Capital & Non-Recurring, and Revenue Budgets. Finalize budget for public hearing
Thursday	30-Mar	Special Meeting: Finalize budget for public hearing (if needed)
Monday	10-Apr	Public Hearing at 7:30 at Lyman auditorium
Tuesday	11-Apr	Special Meeting: Address input from public hearing, finalize budget proposal for annual meeting
<b>Tuesday</b>	<b>18-Apr</b>	<b>Regular Monthly Meeting</b>
Monday	1-May	Annual Town Meeting at 7:30 at Lyman auditorium.

Weekday Meetings begin at 7:00 pm unless otherwise noted.

Saturday meetings begin at 8:30 am unless otherwise noted.

All meetings held in the basement conference room in the Town Hall unless otherwise noted.

Dates are subject to change due to weather.

# Calendar for Year 2017 (United States)

<p><b>January</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p> <p>5:☉ 12:☽ 19:☉ 27:☀</p>	<p><b>February</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28</p> <p>3:☉ 10:☽ 18:☉ 26:☀</p>	<p><b>March</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p> <p>5:☉ 12:☽ 20:☉ 27:☀</p>
<p><b>April</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30</p> <p>3:☉ 11:☽ 19:☉ 26:☀</p>	<p><b>May</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p> <p>2:☉ 10:☽ 18:☉ 25:☀</p>	<p><b>June</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30</p> <p>1:☉ 9:☽ 17:☉ 23:☀ 30:☽</p>
<p><b>July</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p> <p>9:☽ 16:☉ 23:☀ 30:☽</p>	<p><b>August</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p> <p>7:☽ 14:☉ 21:☀ 29:☽</p>	<p><b>September</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>6:☽ 13:☉ 20:☀ 27:☽</p>
<p><b>October</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p> <p>5:☽ 12:☉ 19:☀ 27:☽</p>	<p><b>November</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30</p> <p>4:☽ 10:☉ 18:☀ 26:☽</p>	<p><b>December</b></p> <p>Su Mo Tu We Th Fr Sa</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p> <p>31</p> <p>3:☽ 10:☉ 18:☀ 26:☽</p>

**Holidays and Observances:**

Jan 1 New Year's Day	May 14 Mother's Day	Nov 11 Veterans Day
Jan 2 'New Year's Day' observed	May 29 Memorial Day	Nov 23 Thanksgiving Day
Jan 16 Martin Luther King Day	Jun 18 Father's Day	Dec 24 Christmas Eve
Feb 14 Valentine's Day	Jul 4 Independence Day	Dec 25 Christmas Day
Feb 20 Presidents' Day	Sep 4 Labor Day	Dec 31 New Year's Eve
Apr 13 Thomas Jefferson's Birthday	Oct 9 Columbus Day (Most regions)	
Apr 16 Easter Sunday	Oct 31 Halloween	

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**TOWN OF LEBANON**  
**UNRESERVED/UNDESIGNATED FUND BALANCE**  
**POLICY**

The Lebanon Board of Finance will strive to maintain a level of unreserved/undesignated fund balance that represents between 12% and 15% of the current year total town operating budget (including the BOE budget).

The Lebanon BOF will require current records of all open projects authorized to be funded from fund balance.

Consideration should be taken to maintain unreserved/undesignated fund balance at the higher target % when there are large ongoing capital projects underway that might impact cash flow.

Approved by Board of Finance on April 10, 2008

## FW: Fund Balance Info

Liz Charron <lizcharron@earthlink.net>

Tue 9/20/2016 9:00 AM

To: Betsy Petrie <bpetrie@lebanonct.gov>; Veronica Calvert <vcalvert@lebanonct.gov>;

2 attachments (26 KB)

Fund balance for public hearing.doc; \_Certification\_.txt;

Here is the info Gregg had given me on Fund Balance.

Liz

-----Original Message-----

From: Gregg Lafontaine [mailto:[gregglafontaine@gmail.com](mailto:gregglafontaine@gmail.com)]

Sent: Thursday, August 22, 2013 9:22 AM

To: Liz Charron <lizcharron@earthlink.net>

Subject: Re: Fund Balance Info

Hi Liz

the following identifies the what was in our minutes about Fund Balance Guidelines

3/27/2008 G Lafontaine presented guidelines for discussion based on research he had done at the request of the board concerning the use of the fund. L. Charron asked that Gregg provide a summary of the points discussed in a memo to document for the file. G Coutu moved to accept the fund balance guidelines as amended. Motion seconded by C Haralson.

Motion passed unanimously.

4/10/2008 G Lafontaine presented revised Fund Balance Guidelines for review and discussion. Some minor wording revisions were made.

Motion to accept revised guidelines dated 3/27/08 by G. Coutu.

Second: L Finelli. Motion passed unanimously. (note; minutes did not include the document)

this attached document I had in my file dated 4/21/2008 which should show the "minor wording revisions" referenced in the 4/10 minutes

the last 2 paragraphs would represent our guidelines the earlier text is the explanation of what we did for the public hearing

Hope this helps

gl

On Wed, Aug 21, 2013 at 1:38 PM, Liz Charron <lizcharron@earthlink.net>

wrote:

> Hi Gregg,

>

>

>

> I know you won't be able to attend our regular meeting in September.

> Could you email the board (or just me and I'll pass it along) the

> spreadsheet you had when your group looked at this. Maybe you could

> document briefly the process you followed and your findings. Also, do

> you remember if we actually made a motion of some kind regarding our  
> target for Fund Balance?

>

>

>

> I'd like to gather all this before our September meeting.

>

>

>

> Thanks,

>

> Liz

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During the past year the Board of Finance has looked at fund balance with the intent to evaluate approaches to Fund balance and to establish and document guidelines to refer to and possibly evaluate again in the future.

Proposals of fund balance guidelines were assembled after first Soliciting recommendations from the town of Lebanon's auditor

We followed this with the review of available public records from 20 plus other towns including:

Financial information from town annual reports to use as one point of reference as to how these other towns addressed fund balance

Comments made by the auditors of these other towns as recorded in their public records addressing the amounts of fund balance relative to their budget size and the recommended uses of fund balance.

Since some financial information from other towns annual reports referred to credit ratings as they were related to fund balance we took these into account

And we looked at some published credit rating guidelines for towns of similar financial size

After reviewing this information the Lebanon Board of Finance established the following Fund balance guidelines

The Lebanon Board of Finance will strive to maintain a level of unreserved / undesignated fund balance that represents between 12% and 15% of the current year total town operating budget (including the BoE budget).

The Lebanon BOF will require current records of all open projects authorized to be funded from fund balance.

Consideration should be taken to maintain unreserved / undesignated fund balance at the higher target % when there are large ongoing capital projects underway that might impact cash flow.

## DRAFT

### TOWN OF LEBANON

#### DEBT SERVICE

##### **Purpose**

To standardize and rationalize the issuance and management of debt by the Town of Lebanon.

##### **Policy**

Debt financing, to include general obligation (tax-payer supported) bonds and general obligation bond anticipation notes, lease/purchase agreements, and other obligations permitted to be issued or incurred under Connecticut law, shall only be used to purchase capital assets that cannot be acquired from either current revenues or fund balance or capital funds or fund infrastructure improvements and additions. Assets acquired with debt should last longer than the time it takes to replay that debt.

The Town will endeavor to limit this ratio of debt service to ten (10) per cent of the total Town budget expenditures including debt service.

##### **Procedures**

###### Assumption of Additional Debt

The Town shall use an objective analytical approach to determine whether it can afford to assume new general-obligation debt beyond what it retires each year.

- The criteria used shall be the ratio of net annual debt service expenditures to total budgeted expenditures in the General Fund.
- In preparing the Town's Capital Improvement Plan, the Town will limit the dollar amount of bonds that are planned to be issued each year. The limit will be that the annual debt service repayment schedule that results from the proposed bond issues will not exceed the above target.

##### **Debt Structure**

Debt shall be in serial or term form maturing in annual or semiannual installments of principal that may mature from one (1) to twenty (20) years from the initial bond date for general purpose bonds. School and sewer bonds may be amortized for 30 years as authorized by Connecticut General Statutes. Debt service shall provide for principal payments in equal in amounts or in amounts of principal not one of which shall exceed by more than fifty percent the amount of any prior installment or payments or payment principal and interest in essentially equal amounts in each year (level debt service), as authorized by/or modified by Connecticut General Statutes.

##### **Call Provisions**

Call provisions for bond issues shall be made as short as possible, normally 10 years on or after the date of issuance, consistent with the lowest interest cost to the town. When economically feasible, all bonds shall be callable only at par.

## **Sale Process**

The Town shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated sale. The Town shall award bonds based on a true interest cost (TIC) basis and notes on a net interest basis (NIC). However, the Town may award bonds based on a net interest cost basis as long as the financial advisor agrees that the net interest cost basis can satisfactorily determine the lowest and best bid.

## **Rating Agencies**

Full disclosure of operations and open lines of communication shall be made to the rating agencies. Town staff, with assistance of financial advisor, shall prepare the necessary materials and presentation to the rating agencies. Credit rating(s) will be sought from Moody's, Standard & Poor's and/or Fitch as recommended by the Town's financial advisor. The Town shall endeavor to, at a minimum, keep its current bond rating with a goal to improve.

## **Continuing Disclosure**

The Town, in accordance with the provisions of Rule 15c2-12 (the "Rule") promulgated by the Securities and Exchange Commission of the United States (the "SEC"), will undertake in Continuing Disclosure Agreements (the "Agreements") entered into for the benefit of holders of certain of its general obligation bonds and notes to provide or cause to be provided certain annual financial information and operating data, as described in the Agreements, with respect to the Town to the Municipal Securities Rulemaking Board (the "MSRB") or any other information repository established pursuant to the Rule as amended from time to time. Pursuant to the Agreements, such financial information and operating data is to be provided on or before the date eight months after the close of the fiscal year for which such information is being provided. The Town's fiscal year currently ends on June 30. In addition, the Agreements require the Town in a timely manner to provide or cause to be provided notices of certain events as described in the Agreements to the MSRB or any other information repository established pursuant to the Rule as amended from time to time. Along with these events, the Town has agreed to provide notice of a failure to file such annual financial information and operating data in a timely manner as described above.

## **Debt Refunding**

Town staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest saving by refunding outstanding debt. As a general rule, the present value savings of a particular refunding shall exceed 2.0% of the refunded maturities in order to qualify as an economic refunding. Every effort will be made to distribute equally the annual budgetary savings throughout the life of the refunding bonds. However, should current circumstance at the time of issuance dictate, front loading of savings will be permitted?

## **Interest Earnings/Arbitrage**

Interest earnings received on the investment of bond proceeds shall be accounted for separately and deposited into the appropriate fund to be used to assist in paying the interest due on the bond issues. All due care will be taken to avoid the payment of arbitrage rebate (interest earned in excess of the calculated issuance yield of the notes/bonds) to the United States treasury with the guidance of Bond Counsel as to the permitted yield on invested note/proceeds.