

BOARD OF FINANCE
REGULAR MEETING
July 19, 2016 7:00 pm
Town Hall
MINUTES

Members Present: David Scata, Diane Malozzi, Elizabeth Charron, Stephen Salisbury (Alternate), Michael Nintean (Alternate), Vin Shea (Alternate)

Members Absent: Meghan Bruce, Kevin Cwikla, Philip Johnson

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

- A. Call to order** – D. Scata called the meeting to order at 7:00 pm. Michael Nintean will vote in place of Meghan Bruce, Stephen Salisbury will vote in place of Philip Johnson and Vin Shea will vote in place of Kevin Cwikla

B. Correspondence

- a. BOE Expenditure Report
- b. BOE Letter, dated 07/12/2016, Non-Lapsing Account
- c. 2016 Audit Engagement Letter – D. Scata asked Veronica to talk to Auditor to change Engagement Letter so that all references are the same.

C. Minutes

- a. **June 21, 2016, Regular Meeting** – L. Charron **MOVED** to approve the Regular Meeting minutes of June 21, 2016. D. Malozzi **SECONDED**. D. Scata abstained. All others in **FAVOR. MOTION PASSED**

- D. Public Comments** – B. Angeli, Superintendent of Schools – BOF previously asked for a list of projects that are planned for the district. Had emailed this list to L. Charron but was not added to agenda. Circulated hard copy to each person on the board. (Attached to minutes)

- E. Financial Report: Town Monthly Reports for Fiscal Year 2015-2016 Expenditures, Revenues, TIP/SIP, Contingency Balance and Fund** – Cutoff for submission for payment is tomorrow. Firm numbers will be available for August meeting. Veronica added that the balance as of June 30th for TIP is \$41,978. L. Charron noted that we need to work on policies for TIP and SIP. We should make sure we get this on the calendar soon. Veronica reported that the balance as of June 30th for SIP is 96,609. Technology = \$62,000, Athletics = \$34,000. Contingency accounts updated as of June 21st. Still need to have a town meeting in regards to the Vo-Ag deficit.

F. New Business

- a. **Discuss and act on Board of Education's request to transfer \$186,586.00 to the BOE non-lapsing account.** D. Scata noted that this is something that the Board has been talking about for a long time. L. Charron asked B. Angeli looking at financial report as of the end of June looks like there is \$190,000. B. Angeli explained accounts and

estimates of ending balances for year end. Most of funds will go towards resurfacing track at high school. Still waiting for bids for estimated costs. Feel that non lapsing account will cover this improvement and any other improvements needed. L. Charron **MOVED** to authorize the Board of Education to transfer up to 186,586.00 of their operating surplus for fiscal year 15-16 to a newly established Fund 245, Non-Lapsing Fund for BOE. V. Shea **SECONDED** the motion. M. Ninteau asked if \$185,586 is the maximum to ask for transfer. Yes. If Board of Finance were to lower that amount where does the money go – back to general fund. B. Angeli noted that the first project to tackle will be the track. Any remaining money will be applied to the list of pre-approved items on the list. M. Ninteau **OPPOSED**. All other members **IN FAVOR**. **MOTION PASSED**.

- b. **Discuss and act on Board of Selectman's request to use Fund 243, Library renovation Project, for legal expenses related to the project. Account number 243-00-000-5831-0000.** After a lengthy discussion between the Board of Finance, The Building Committee for the Library Project and First Selectmen, Betsy Petrie, it was noted that these funds have already been approved and allocated to the fund. No need for Board of Finance to vote. Betsy Petrie reported that the Library Project has been put into suspend until the title issue with Town buildings is situated. Discussion needs to take place between Building Committee and Board of Selectmen regarding future expenditures.
- c. **Discuss and act on requesting 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).** This item is tabled at this time. Board of Selectmen is not fully prepared to discuss this request at this time.

G. Other - None

H. Adjourn – M. Ninteau MOVED to adjourn at 8:00. D. Malozzi **SECONDED**. All if **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.

SUMMER 2016 PLANNED FACILITIES ACTIVITIES

June 14, 2016

LEBANON ELEMENTARY SCHOOL

- Room moves accommodating teacher moves
- Kitchen walk-in cooler floor painting per D.P.H.
- Various room painting
- Line striping, crack sealing, asphalt replacement
- Replace ceiling tiles various areas
- Upper and lower 66 new emergency lighting
- Upper and lower 66 install dedicated circuits to support laptop carts
- Replace siding and repaint outbuilding
- Retaining wall replacement by lower bus loop
- Volleyball sleeves installation
- Digital dialer installation

LEBANON MIDDLE SCHOOL

- Basketball hoops and rim repairs
- Install new pole light end of main driveway
- Install new sign lighting Middle School Sign
- Garage clean out
- Remainder of locks installed on new lockers
- Smart board electrical outlets relocate
- Art and Tech. Ed ejector pump install

LYMAN MEMORIAL HIGH SCHOOL

- New Sugar Shack, Install 4000 p.s.i. concrete pad with epoxy coated rebar. Install electrical lighting and outlets per plan submitted to building department
- Repaint small animal barn and replace the broken window with Plexiglas. Repair the opposite window
- Auditorium stage floor refinish

- Basketball hoops and rim repairs/adjustments
- Gym bleacher end caps replacement
- Digital dialer install for new fire alarm system

DISTRICT MAINTENANCE

- Heating ventilation and air conditioning preventive maintenance, includes annual boiler cleaning and inspection
- Water heater preventive maintenance
- Cabinet unit heater cleaning and filter replacement
- Quarterly and semi-annual fire tamper and water flow inspections
- Fire extinguisher inspection/replacement
- Fire alarm system inspection, horns, strobes, pull stations, smoke detection, heat detection devices
- Fire pump certification tests L.E.S., L.M.S. (Lyman has no fire pump)
- Cafeteria hood cleaning
- Kitchen steamers and ovens preventive maintenance
- Garage door replacements
- Tree trimming and removal of dead trees
- Electrical emergency transfer switch preventive maintenance
- Generator preventive maintenance
- Pump septic tanks, clean debris screens
- Refinishing of gym floors
- Fluorescent lamp recycling

Respectfully submitted by Kevin French