

**Lebanon Board of Finance  
Minutes of June 16, 2015  
Regular Meeting**

**Members Present:** David Scata (Chairman), Liz Charron (Vice Chairman), Gregg Lafontaine, Betsy Petrie

**Alternates Present:** Kevin Cwikla, Ed Tylor

**Members Absent:** Meghan Bruce, Phil Johnson, Diane Malozzi

**Others Present:**

- Al Vertefeuille, Chairman, Board of Education
- Jim Mello

**A. Call to Order**

The meeting was called to order at 7:00 PM by David Scata. Kevin Cwikla will sit for Phil Johnson and Ed Tylor will sit for Meghan Bruce.

**B. Minutes**

- *May 19, 2015, Regular Meeting* – Betsy Petrie moved to approve the minutes for the May 19, 2015 regular meeting. Ed Tylor seconded. Passed unanimously.
- *June 8, 2015, Special Meeting* – Betsy Petrie moved to approve the minutes for the June 8, 2015 special meeting with one modification, to add David Scata's name as the dissenting vote for item C.1 under New Business. Gregg Lafontaine seconded. Passed with 5 ayes and one abstention (Ed Tylor).

**C. Correspondence**

Letter received from the registrars, Cathe McCall and Berkley Nowosad. There will be pressure on this years budget due to unanticipated training that is now required by the state. They do not have estimates yet but will keep us informed.

**D. Public Comments - none**

**E. New Business**

1. *Board of Education's request for a special town meeting for the purpose of transferring \$41,689.00 from Fund Balance to the BOE 2014/2015 operating budget to offset the audit adjustment from 2013/2014.*

Based on the discussion at the BOF special meeting on June 8<sup>th</sup>, we do not feel we have numbers that are close to final for the fiscal year. We want to wait until our July meeting to address this issue and other areas where we may have shortfalls. We want to go to a town meeting with all the information. We may even be able to cover this from areas with surpluses. No action taken.

2. *Discuss and act on a request for proposal (RFP) for auditing services*

Davis Scata summarized the letter received from the current auditor, Stephen Hopkins, and the emails and phone conversations that have taken place. Stephen does not feel he can commit the time needed to do the audit based on the significant extra time generated by the interactions with

the BOE's business manager.

Liz Charron expressed her concerns and frustration over the loss of the current auditor mid contract due to the extra time required by the BOE's finance person. She expressed her desire to the BOE chairman that the BOE address this with him and the new Superintendent prior to the upcoming audit process. The request was not received with much cooperation. He felt that the issue was the auditor and not the BOE's finance person.

Betsy Petrie pointed out that changing auditors was planned to happen next year anyway, so this was just an acceleration of our plans. She did emphasize that the communication channels with the BOE need to be more open and would like us to resume the quarterly financial updates from the BOE.

The BOF discussed contacting our second choice from the RFP process last year. The ordinance requiring us to get bids for contracts over \$4000 has an exemption for audit services. David Scata will ask Veronica Calvert to contact the firm to see if they would be willing to honor the proposal submitted last year to us for one year. We would also be open to a 2 year commitment. If they decline, we will do a new RFP

3. *Discuss and act on establishing a fund for the library renovation bonding project.*

Betsy Petrie made a motion to establish a fund for the purposes of accounting for the revenue and expenses associated with the Library Renovation Bonding Project as approved at the May 12, 2015 referendum. Ed Tylor seconded. Passed unanimously.

4. *Discuss and act on establishing a fund for the road/bridges bonding project.*

Discussed the \$260,000 that was allocated to Roads & Bridges in the Capital Fund in the approved FY 2015 – 16 budget. It was felt this should be used to pay for the Columbia bridge project and then the excess can be used for initial costs of the other Roads & Bridges projects. Betsy Petrie made a motion to establish a fund for the purposes of accounting for the revenue and expenses associated with the Roads & Bridges Bonding Projects as approved at the May 12, 2015 referendum. Kevin Cwikla seconded. Passed unanimously

5. *Discuss and act on establishing a Board of Finance subcommittee to work with the Board of Selectmen for two new bonds for the library renovation and road/bridges project.*

David Scata discussed our desire to be part of the strategy discussions for funding these projects with Joyce Okonuk. She was very open to our involvement. A BOF subcommittee will consist of Betsy Petrie, Meghan Bruce and David Scata. However, we thought the first meeting with Dennis Dix should include the entire BOF and BOS so we all have a good basis for understanding how the projects will proceed

6. *Information for BOF – Public Works expenditures for FY 2014-2015.*

An exhibit was handed out showing the expected overage for the Department of Public Works for the current fiscal year. It was unclear whether this exhibit included expenses related to the storm for which we received FEMA reimbursement. We could also not tell if it reflected the accounting adjustments made by the auditor shifting some expenses from last fiscal year to the current. Since there was no representative present to discuss our questions with us, we took no action.

**F. Other**

David Scata mentioned that he received a request from the BOS to use up to \$35,000 of TIP funds in the 2015 – 16 fiscal year for the physical migration to a new server and Microsoft Office 365 and cloud backup. Liz Charron made a motion to add this item to the agenda. Kevin Cwikla seconded. Passed unanimously. Liz Charron moved to authorize the BOS to use up to \$35,000 of TIP funds for the purposes of migration to a new server and Microsoft Office 365 and cloud backup. Seconded by Kevin Cwikla. Passed unanimously.

**G. Adjourn**

Liz Charron moved to adjourn at 8:07. Seconded by Gregg Lafontaine. Passed unanimously.

Respectfully Submitted,  
Liz Charron  
Acting Secretary