

**Lebanon Board of Finance
Minutes of October 20, 2015
Regular Meeting**

Members Present: David Scata (Chairman), Liz Charron (Vice Chairman), Meghan Bruce, Gregg Lafontaine

Alternates Present: Diane Malozzi

Members Absent: Kevin Cwikla, Phil Johnson, Betsy Petrie, Ed Tylor

Others Present:

- Bob Angeli, Superintendent
- Mike Elliot, Lebanon Fire Department
- Sandra Tremblay, Board of Education

A. Call to Order

The meeting was called to order at 7:00 PM by David Scata. Diane Malozzi will sit for Phil Johnson.

B. Minutes

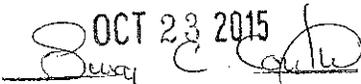
September 21, 2015, Regular Meeting –Meghan Bruce moved and Liz Charron seconded to accept the minutes. Passes unanimously.

C. Correspondence

- Progress Payment for 2015 Audit (Account 100-000-5320-000) – The invoice was received from Sandra E. Welwood, LLC dated 9-24-15 for the audit of the Town of Lebanon financial statements for the year ending June 30, 2015 in the amount of \$8,000. Meghan Bruce moved and David Scata seconded to take action on the invoice under Other Items. Passed unanimously.
- CCM Information FY 16 MORE Commission Lapse – A legislative Alert dated 9-18-15, Number 15-52 was received which outlined the Town of Lebanon’s portion of the cuts in municipal aid in the amount of \$28,007. No action taken.
- A letter from Al Vertefeuille, Chair of the BOE, was addressed to the Selectman regarding the audit adjustments in FY 14-15. A copy of the letter was distributed to each Board member present. No response to the letter will be sent from the Board. No action taken.

D. Public Comments

- None

RECEIVED
Time: 1:45 PM
OCT 23 2015

Town Clerk
LEBANON, CT

E. BOE Quarterly Expenditure Report for FY 2015-2016

Bob Angeli, Superintendent, reported that several copies of the BOE meeting packets are sent to the Town Hall before each meeting. It was determined that the Board has never received a copy of these packets. The BOE Quarterly Report is always part of these packets. The Board requested that one copy be addressed specifically to the Board in the future. No action taken.

There was discussion between the Board and the Superintendent about unexpected costs that have already occurred in FY 2015-2016 and how the BOE planned to cover them. There also is unexpected revenue that should more than cover the costs. There was also discussion about the Business Manager position which was included in the current budget. The BOE posted for a full time position and has already received 5 applications. The Board stated they were happy to have this type of open communication which will help both boards to work well together.

F. Information for BOF: Town Quarterly Expenditure Report for FY15-16

Liz Charron has questions about 418 – Insurance, 441 - Health Department and 449 – Switchboard. David Scata will address these questions with Veronica Calvert who was unable to attend the meeting. No action taken.

G. New Business

1. Agenda Item # 12 - Discuss BOE strategic planning committee.

Superintendent Bob Angeli reported that Jason Nowosad is chairing the strategic planning committee and is actively recruiting members to several advisory committees which will include 2 representatives from the BOF. The plan is to write the plan using input from the various advisory committee. It is expected that there will be several updates to the plan before a final version is sent to the BOE for approval which will most likely happen after the first of the year. No action taken.

2. Agenda Item #1 - Discuss and act on the Lebanon Volunteer Fire Department's request to approve a town cost share of 10% for the AFG grant application to replace a ladder truck in FY 2017, capital account 220-00-422-2711-0200.

Mark Elliot, Deputy Chief of the Lebanon Volunteer Fire Department, reported that the Fire Department is planning to apply for the annual AFG grant with the intention of replacing the Town's ladder truck at an estimated cost of \$900,000 to \$1,000,000. The terms of the grant require a 10% cost share of the amount requested be approved by the Town at the time the application is submitted. The grant stipulates that the apparatus being purchased must be brand new and meet the current standards which the present 28 year old truck does not. The application is due in November. Awards on the grant will begin in April/May 2016 and run through August/September 2016. There is a one year time frame to meet performance of the grant award which means a contract for the new truck would need to be in place, however delivery can be slated for a later date. The Board needs to make a commitment to supply the 10% cost share, but they do not need to have the full

amount set aside. This a good opportunity to replace an aging piece of fire apparatus at a significant cost savings to the town. When the budget is done for the next fiscal year, the Fire Department will include a capital request in the amount of the 10% cost share. The current ladder truck will be sold to help offset the cost of the new truck. Gregg Lafontaine moved and Liz Charron seconded to support the Fire Department's request for the 10% cost share not to exceed \$100,000 for the AFG grant application. Passed unanimously.

3. *Agenda Item #2 - Information for the BOF: Paramedic billing contract.*
Mark Elliot, Deputy Chief of the Lebanon Volunteer Fire Department, reported on the new paramedic billing contract. Under the old contract the Town paid a fee of \$370 per call that required an ALS response from the budget line item. The Fire Department then sent a bill that bundled the BLS and ALS fees to the patient's insurance and returned the ALS portion of the payment they received to Fund Account 220-000-430 which currently has a balance of approximately \$100,000. This account is restricted for EMS costs in town. The new contract allows the Town to pay only the per capita fee of \$5116.30 per year and we no longer incur the per call fee. The downside is that the Town loses the funding stream to Fund Account 220-000—430 which may cause the Fire Department to look to the Board for additional assistance next year. No action taken.
4. *Agenda Item #3 - Discuss and act on the Board of Selectman's request to spend up to \$6,500.00 for the purchase and installation of replacement exterior doors at the Senior Center. Fund to come from TIP account 208-00-510-5100-0000.*
Liz Charron moved and Diane Malozzi seconded to authorize the BOS to spend up to \$6,500 from TIP to replace the exterior doors on the Senior Center. Passed Unanimously.
5. *Agenda Item #4 - Discuss and act on Department 400, Legal, over-expenditure for FY 2016.*
As there was no representative from the BOS at the meeting to discuss this item, the item is tabled. No action taken.
6. *Agenda Item #5 - Discuss and act on 2016 Schedule of Regular BOF meeting.*
Liz Charron moved and Meghan Bruce seconded to approve the 2016 Board of Finance regular meeting schedule. Passed unanimously.
7. *Agenda Item #6 - Discuss and act on the 2016-2017 budget process and calendar.*
After discussion, this item was tabled. No action taken.
8. *Agenda Item #7 - Discuss and act on the BOF 2016-2017 Budget Guidance letter.*
The budget guidance letter will be updated once the budget process and calendar dates are updated and approved by the Board. No action taken.

9. *Agenda Item #8 - Discuss and act on the 2014 audit deficit fund balance (page 42 of FY 2014 Audit Report).*

David Scata will send a letter to the BOE to discuss the \$27,749 audit adjustments. The small amounts will be dealt with after the end of the winter season. The Bridge Project account needs to be discussed with the BOS. This item is tabled. No action taken.

10. *Agenda Item #9 - Discuss and act on the policies and procedures for the Board of Finance.*

It was determined that the Capital Assets and the Capital & Non-Recurring Projects Fund policies have already been approved. The Lease/Purchase Agreements for Capital Projects and TIP and SIP policies have not been approved. It was decided that a special meeting will be held on Tuesday, November 10, 2015 to work on these draft policies. No action taken.

11. *Agenda Item #10 - Discuss developing a policy to address end of year deficits.*

This item is tabled until the November 10, 2015 special meeting. No action taken.

12. *Agenda Item #11 - Discuss the 2016-2017 capital budget and subcommittee.*

The Board will address capital budgets when they address regular budgets. No action taken.

H. Other

Liz Charron moved and Meghan Bruce seconded to pay the Sandra E. Welwood, LLC invoice dated 9-24-15 for the audit of the Town of Lebanon financial statements for the year ending Jun 30, 2015 in the amount of \$8,000. Passed unanimously.

I. Adjourn

Meghan Bruce moved and Liz Charron seconded to adjourn at 8:40 PM. Motion passed unanimously.

Respectfully Submitted,
Nancy Labonne
Recording Secretary