

**Lebanon Board of Finance
Regular Meeting
Minutes
October 11, 2007
8:00 pm**

Members Present: Liz Charron, Chairman, Tim Wentworth, Glen Coutu, Greg LaFontaine, Lori-Ellen Wesolowski, Linda Finelli, Chuck Haralson (alt.), Svea Meyer (alt.)

Members Absent: Betsy Petrie (alt.)

Others Present: Joyce Okonuk, First Selectman, John Bendoraitas, Selectman, Erin Clark, Financial Bookkeeper

Item A. Call to Order:

The meeting was called to order at 8:00 pm by Liz Charron, Chairman.

Item B. Minutes of Previous Meetings:

G. Coutu moved to accept minutes of September 13, 2007 Regular meeting. T. Wentworth seconded. Motion passed 5 ayes and 1 abstention, L. Charron.

L. Finelli moved to accept minutes of September 27, 2007 Special meeting. G. LaFontaine seconded. Motion passed 5 ayes and 1 abstention, T. Wentworth.

Item C. Correspondence:

No correspondence was received.

Item D. Monthly Expenditures/Payment of Bills:

No monthly reports were available due to computer connectivity issues affecting the Finance Office.

Item E. Old Business:

1. Fund Balance Subcommittee have had discussions with Auditor but have no recommendations at this time.

Item F. New Business:

1. Consider and act on funding for Cemetery Commission: Howard Wayland provided the board with information relating to expenses to be incurred in the present year budget. \$2,600 was spent from FY 07-08 budget due to the timing of work done on the cemetery that was budgeted in FY 06-07 but the expense ran over into the next fiscal year. Tree removal at Liberty Hill Cemetery is a priority item at this time. Pictures were provided showing trees that need to be removed and damage done to headstones. One estimate has been received, others bids will be looked at. Budget for the present year will most likely run over due to these unplanned expenses.

2. Update from Ethics Code Drafting Committee: John Bendoraitas provided information relating to the code of ethics that has been worked on by the committee. The committee is looking for input on this before it goes before the Board of Selectman and Town for approval. Copies of the actual document will be sent to board members for review and comment at next regular meeting.

3. Consider and act on funding for emergency replacement of Sisson Rd. bridge: Joyce Okonuk provided a status report on the Sisson Rd. bridge. State and Town

engineers rated this to be in poor condition. Road is now closed until bridge repairs can be done. Cost estimates were provided based on material cost and labor provided by Town Highway Dept. Motion was made by T. Wentworth to request the Board of Selectmen to call a Special Town Meeting for the purpose of creating a Capital N/R Expense fund (Acct. # to be assigned) titled Sisson Road Bridge Replacement in the amount of \$25,000, funds to come from Acct. #492, Contingency and to release up to \$25,000 from this fund in the 07-08 FY. Motion seconded by L. Finelli. Motion passed unanimously.

4. Discuss operation of TIP Fund: A matrix was presented by the Selectmen which outlined proposed guidelines for use of money in the TIP fund. The recommended approval levels were based on discretionary and non-discretionary items in the categories of Buildings and Grounds and Office Equipment and Furniture. The matrix will be reviewed and any changes will be recommended at the next meeting.

5. Discuss format for Annual Report: No action was taken on this item.

6. Other Business: Motion was made by G. Coutu to add discussion of funding proposals for Town Hall Parking Lot and Fire Safety Complex Parking Projects to the agenda. Seconded by T. Wentworth. Motion passed unanimously. Proposals and cost estimates were reviewed for both projects. Concern was raised about starting these projects in the fall. Town Hall Parking repairs are needed to prevent flooding and icing from getting into the basement. Project could be started with a base laid down and final paving done in the Spring. Motion was made by G. Coutu to request the Board of Selectmen to call a Special Town Meeting for the purpose of increasing the Capital Reserve account entitled Town Hall Driveway and Parking Lot Project by up to \$70,000, funds to come from fund balance and to authorize the release of up to \$123,000 for the Town Hall Parking Project. Motion seconded by T. Wentworth. Motion passed unanimously.

Glen Coutu provided an update on the track replacement at the high school. He also provided information on the final resolution of work items and payment of bills and state reimbursement for the School Building Project.

Joyce Okonuk stated that the reconciliation of the LOCIP Bridge projects are almost complete. Requests for the State/Fed reimbursements for these projects have been sent out.

Item G. Adjourn: T. Wentworth moved to adjourn meeting. Seconded by G. LaFontaine. Motion passed unanimously. Meeting was adjourned at 10:15 pm.

Respectfully Submitted,

L. E. Wesolowski, Sec'y