

**Lebanon Board of Finance
Minutes of December 10, 2009
Regular Meeting**

Members Present: Liz Charron, Chairman; Glen Coutu; Gregg Lafontaine; Betsy Petrie; Lori Wesolowski; David Geligoff(alt); Chuck Haralson(alt); Susan Zickmann(alt)

Item A. Call to Order

The meeting was called to order at 7:30 by Liz Charron, Chairman.

Item B. Consider and act on filling the vacancy on our board resulting from L. Finelli's resignation.

The Board reviewed correspondence from the Republican Town Committee stating their recommendation for the vacancy and also spoke with Peter Hodina.

B. Petrie moved to appoint D. Geligoff to fill the vacant seat of L. Finelli due to her resignation. Motion seconded by G. Coutu. Motion passed unanimously.

G. Coutu moved to recommend to the Board of Selectmen that they look to appoint Peter Hodina to fill the vacant alternate seat of D. Geligoff. Motion seconded by G. Lafontaine. Motion passed unanimously.

Item C. Consider and act on electing officers for the Board of Finance.

G. Coutu moved to appoint G. Lafontaine as temporary chairman for the election of officers. Motion seconded by B. Petrie. Motion passed unanimously.

G. Coutu moved to nominate L. Charron for Chairman of the Board of Finance. Motion seconded by B. Petrie. Motion passed with 5 ayes and 1 abstention - Liz Charron.

L. Charron resumed as Chairman of the Board and accepted nominations for Vice Chairman.

G. Lafontaine moved to nominate G. Coutu as Vice Chairman. Motion seconded by B. Petrie. Motion passed with 5 ayes and 1 abstention - G. Coutu.

G. Coutu moved to nominate L. Wesolowski as Secretary of the Board. Motion seconded by B. Petrie. Motion passed with 5 ayes and 1 abstention - L. Wesolowski.

Item D. Minutes of previous meetings:

November 12, 2009 Regular Meeting minutes: G. Lafontaine recommended changing "The BOF agreed that the TIP fund may be an option..." to "The BOF discussed whether the TIP fund may be an option..." G. Lafontaine moved to accept the November 12, 2009 Regular Meeting minutes as amended. Motion seconded by L. Wesolowski. Motion passed as amended with 5 ayes and 1 abstention - D. Geligoff.

November 30, 2009 Special Meeting minutes: G. Coutu moved to accept the November 30, 2009 Special Meeting minutes. Motion seconded by B. Petrie. Motion passed with 5 ayes and 1 abstention - L. Wesolowski.

B. Petrie moved to take up Item H.1. under New Business. Motion seconded by L. Wesolowski. Motion passed unanimously.

Item H.1. Consider and act on legal fees in the Tax Collectors account (J. Hofmann).

G. Lafontaine moved to authorize the tax collector to over expend account by up to \$18,000 for legal fees for tax and foreclosure sales in the current fiscal year. Motion seconded by L. Wesolowski. Motion passed unanimously.

G. Coutu moved to take up Item G.1. under Old Business. Motion seconded by B. Petrie. Motion passed unanimously.

Item G1. Consider and act on the Amston Lake Sewer Project, including a discussion on use of the capital account for this project.

Jason Hofmann reported to the Board that funds have been used for the development of a report on sewer installation for Amston Lake and also a build-out analysis to look at the impact a full build out would have on current zoning. The report is expected to be completed by December 17, 2009 and a meeting is planned with the engineers on December 29th to address any questions the WPCA may have. Federal funding of 40 percent is available if all time requirements are met. Mr. Hofmann will be present at the next BOF meeting in January with more information of what is needed from the town.

G. Coutu moved to take up Item H.2. under New Business. Motion seconded by G. Lafontaine. Motion passed unanimously.

Item H.2. Consider and act on realigning the land use secretary under one account code.

Currently the land use secretary's wages are being paid from several different accounts. It was proposed for the upcoming budget year to realign the land use secretary under Account 461, Planning and Zoning. A spreadsheet will be developed to show which accounts the wages are currently coming from and what is being proposed, which will be presented to the BOF during the budget process.

G. Coutu moved to take up Item H.3. under New Business. B. Petrie seconded the motion. Motion passed unanimously.

Item H.3. Discuss the plan presented by the Plan of Conservation & Development Committee at a public hearing on 12/8/09.

The board reviewed the plan that was presented at public hearing. After discussion, it was suggested that the plan should be more open and broad rather than outlining specific requests for funding that would be more appropriate in future budget or capital items.

(resumed agenda)

Item E. Correspondence

Letter of resignation from Linda Finelli to the Board of Finance was added to correspondence.

Item F. Monthly Expenditures/Revenues/Payment of Bills.

Revenue and Expense report was distributed for the period of July 1, 2009 thru November 30, 2009.

Revenues total \$9,568,705. Current year tax collection total is \$7,450,077 or 53.80 % of the total. The first check was received in the amount of \$1,171,899 under Education Cost Sharing.

Expenses total \$10,577,719, which is 47% of the total budget. Department 401, Selectman, has expended 46% of the budget. Department 407, Tax Collector has expended 56% of budget. Department 415, Computer Service has expended 55% of budget. Department 418, Insurance, has expended 53% of budget. Department 425, Building, has expended 55% of budget. Department 457, Commission on Aging, has expended 47% of budget. Department 428, Emergency Management, received a reimbursement for expenses from last year.

G. Coutu moved to approve the bill of \$3500 for the second installment payment to the auditor, Stephen Hopkins. Motion seconded by L. Wesolowski. Motion passed unanimously.

Item G.2. Consider and act on policies for administering the ordinance for a split budget vote.

G. Lafontaine reviewed suggestions he received on the policies for administering the ordinance for a split budget vote. A ballot proposal will be emailed to all members and discussed at the next meeting.

Item G.3. Consider and act on the calendar for the budget process for 2010-11 FY.

B. Petrie moved to approve the calendar for the budget process for the 2010-11 FY. Motion seconded by G. Lafontaine. Motion passed unanimously.

B. Petrie moved to take up Item I. Other. Motion seconded by L. Wesolowski. Motion passed unanimously.

Item I. Other

The Budget Process Subcommittee has a vacant seat due to L. Finelli's resignation. D. Geligoff volunteered to join the subcommittee.

B. Petrie moved to go into executive session and to invite First Selectman Joyce Okonuk, Selectman Linda Finelli, Board of Education Vice Chairman Darcy Batteye, and Town Accountant Tom Valone to participate. Motion seconded by G. Lafontaine. Motion passed unanimously.

Went into executive session at 9:35 pm.

Returned to regular session at 10:15 pm.

B. Petrie moved to consider and act on engaging a municipal financial consultant for the finance office. Motion seconded by G. Lafontaine. Motion passed unanimously.

G. Coutu moved to authorize the Board of Selectmen to engage the services of a municipal financial consultant. Motion seconded by D. Geligoff. Motion passed unanimously.

G. Coutu moved to consider and act on setting up a subcommittee to look at the long-term structure of the financial duties in the Town of Lebanon. Motion seconded by G. Lafontaine. Motion passed unanimously.

B. Petrie moved to form a subcommittee that would consist of B. Petrie, C. Haralson, Board of Education Vice Chairman Darcy Batteye, and First Selectman Joyce Okonuk. Motion seconded by L. Wesolowski. Motion passed unanimously.

Item J. Adjourn.

D. Geligoff moved to adjourn. Motion seconded by L. Wesolowski. Motion passed unanimously. The meeting was adjourned at 10:24.

Respectfully submitted,

Diana Drake
Recording Secretary