

**Lebanon Board of Finance
Minutes of November 13, 2008
Regular Meeting**

Members Present: Liz Charron, Glen Coutu, Linda Finelli, Lori Wesolowski

Members Absent: Gregg Lafontaine, Betsy Petrie, Chuck Haralson (alt.), Phil Johnson (alt.), Svea Meyer (alt.)

Item A. Call to Order

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

Item B. Minutes of Previous Meetings

G. Coutu moved to accept the minutes of the October 9, 2008 Regular meeting. Motion seconded by L. Finelli. Motion passed with 3 ayes and 1 abstention, G. Coutu.

Item C. Correspondence

L. Charron read the resignation letter received from board alternate, Svea Meyer. Other items received as correspondence will be discussed under New Business.

Item D. Monthly Expenditures/Payment of Bills

T. Valone presented a revised format for monthly expenditures which shows expenses year to date compared to the prior year and to the annual budget. The board reviewed those expense accounts that appear overbudget based on a year to date comparison. Revenue items were also reviewed. There are no outstanding bills to be paid.

Item E. Old Business

a. Update from Budget Process Subcommittee.

No meeting was held. T. Valone discussed format for sending out 2009-2010 budget requests.

b. Update from the Banking Relationship Subcommittee.

Meeting is scheduled with representatives from the Savings Institute on Mon. November 17th. More information will be available at the next meeting.

c. Update on financial need for removing an oil tank at the Middle School.

G. Coutu updated the board with information he had received that research regarding the oil tank at the Middle School had verified that no tank exists. The pipe that had been uncovered was an old fill pipe connected to piping that ran under the school to the old tank location in the back of the building. Records indicate that this tank had previously been removed and no tank exists in the location in question.

Item F. New Business

a. Consider and act on analysis of recreation needs as presented by Recreation Committee.

The board discussed portions of the needs analysis document. Discussion took place on the portion that mentioned using the Senior Center building to house offices or activities for the Rec Dept. Limitations presently exist for a 5 (or 10) year period that restrict the use of the facility for other than Senior activities. Restrictions on use of the facility pertain to the terms of the grant money received for the project. It was recommended that the Rec Committee remove these plans from the proposal when presented to the town. The proposal outlined the need for funds for capital improvements for the fields

and an increased operating budget to continue programs that have been previously funded through reserves.

b. Consider and act on request to release \$50,000 from Capital & Non-recurring, Open Space for the purposes of a conservation easement at 753 Waterman Road.

The board discussed a request to release funds for the purchase of a conservation easement for 753 Waterman Rd. Based on a 2008 appraisal, this has a value of \$355,000 and would preserve this land and section of town from development.

G. Coutu moved to request the Board of Selectmen to call a Special Town meeting for the purpose of releasing \$50,000 from Capital/Non-recurring, Open Space for the purpose of funding a conservation easement for 753 Waterman Road. Motion seconded by L. Wesolowski. Motion passed unanimously.

c. Consider and act on a request to release \$40,000 from Capital & Non-recurring, Open Space for the purpose of funding future appraisals and surveys.

G. Coutu moved to request the Board of Selectmen to call a Special Town meeting for the purpose of releasing up to \$40,000 from Capital/Non-recurring, Open Space for the purpose of funding future appraisals, surveys and associated legal fees. Motion seconded by L. Finelli. Motion passed unanimously.

d. Update from First Selectman on the CL&P Card Street sub-station expansion proposed by CL&P.

Information was provided on the proposed expansion to the CL&P sub-station on Card St. Lebanon will have a significant impact from the upgrade to power lines and transmission from the sub-station. Plans have been received and are being discussed. The recommendation from the Selectmen is that Legal counsel be hired to represent the Town and speak to the impact of this project on residents of Card St. A request was made for \$10,000 to be designated to fund any associated legal costs.

G. Coutu moved to add an agenda item to consider and act on adding funds to Acct. #400, Legal Counsel. Motion seconded by L. Wesolowski. Motion passed unanimously.

G. Coutu moved to request the Board of Selectmen to call a Special Town meeting for the purpose of transferring up to \$10,000 to Acct. #400, Legal Counsel to fund legal costs associated with the proposed CL&P Card St. expansion project, funds to come from Acct. #492 Contingency in FY 2008-2009. Motion seconded by L. Finelli. Motion passed unanimously.

e. Consider and act on anticipated overexpenditure in Legal Account.

Union negotiations have caused the overexpenditures in the Legal account. A 4 year contract has been negotiated for insurance. A choice among three insurance plans is proposed for union employees. A lower insurance cost should be realized for the town as a result of increasing deductibles and copays in the plans. Some savings will be realized in the present fiscal year based on 6 mos. of insurance costs. Funding for the overexpenditure in the Legal Counsel account could come from surplus in the insurance account at year end.

f. Discuss input for the Capital Needs Planning Committee and designate a representative.

G. Coutu has agreed to represent the Board of Finance on the Capital Needs Planning committee.

L. Finelli will also attend the meeting. Discussion with Selectmen outlined plans of how the committee will recommend and prioritize items for capital planning needs and how best to bring these through to the budget process.

g. Consider and act on revisions to the format, terminology and administrative procedures for the Capital & Non-recurring Fund.

After discussion, the board agreed to define Capital Reserve items as funds that are set aside to purchase or fund items that carry over into more than one fiscal year. Releasing funds from these accounts would

require approval through Town meeting. Items previously defined as Non-recurring are items that are approved and funded through the approval of the Town Budget and should be used or expended in either the present or upcoming fiscal year.

G. Coutu moved to consider renaming the funds as Capital Reserve fund (requires Town Meeting to release funds) and Annual Capital Expense fund (no Town Meeting required to release funds) pending Auditor approval on the terms suggested to define the funds. Motion seconded by L. Finelli. Motion passed unanimously.

h. Consider and act on proposed calendar for 2009 Regular Board of Finance meetings.

G. Coutu moved to approve the 2009 calendar as presented. Motion seconded by L. Finelli. Motion passed unanimously.

G. Other

G. Coutu moved to open a discussion on how alternate members of the Board of Finance are appointed. Motion seconded by L. Finelli. Motion passed unanimously. Legal opinion had been requested on this previously. The opinion of legal counsel in interpreting the town ordinance was that the Board of Selectmen appoint alternates to the Board of Finance. The chairman and members of the board expressed their opinion that the board be able to name its own alternates just as is done in filling permanent positions on the board. It was agreed that any recommended change be made through a revision to the town ordinance.

H. Adjourn

L. Finelli made a motion to adjourn. Motion seconded by G. Coutu. Motion passed unanimously. Meeting was adjourned at 10:04 pm.

Respectfully Submitted,
Lori-Ellen Wesolowski, Sec'y