

Lebanon Board of Finance
Minutes of August 20, 2013
Regular Meeting

Members present: Liz Charron, Chairman, Glen Coutu, Vice Chairman, Greg Lafontaine, Betsy Petrie, and David Scata

Alternates present: Diane Malozzi, Edward Tylor, Vin Shea

Member absent: Chuck Haralson

Also present:

Board of Education Members: Darcy Battye, Chairman, Sandra Tremblay, Secretary, James Mello, member.

Veronica Calvert, Finance Director

Member of the Press

Item A. Call to Order

The meeting was called to order at 7:00 p.m. by L. Charron.

The Chairman indicated that with Chuck Haralson being seated as a full member of the BOF and a new alternate being appointed by the BOS, that all full members need to resubmit their alternate appointment order. As this has not yet been done by the BOF, the Chairman indicated the Board should vote on the placement of the alternate to sit for the full seat for this meeting.

Betsy Petrie made a motion to appoint Vin Shea to sit for Chuck Haralson for this meeting. Seconded by Glen Coutu. Motion passed unanimously.

Item B. Executive Session

Betsy Petrie made a motion to enter into Executive Session at 7:05 p.m. to discuss pending litigation Leichter V. BOE and pending litigation Walsh V. BOE with members of the Board of Education that were present; Darcy Batty, Chairman, Sandy Tremblay, Secretary and James Mello, member. Seconded by Glen Coutu Motion passed unanimously. Executive Session ended at 7:12 p.m.

Item C. Review and Consider Accepting Minutes of previous Meetings

Betsy Petrie made a motion to accept the minutes of the July 16, 2013 Regular Meeting. Seconded by Glen Coutu. The following amendments were made; page two , 6th paragraph," Betsy Petrie commented that were..." change "commented" to "questioned" so should read "Betsy Petrie questioned whether the layoffs in September 2012 really necessary .." Motion passed unanimously with amendments noted with Glen Coutu, David Scata and Vin Shea abstaining.

David Scata made a motion to accept the minutes of the July 23, 2013 Special Meeting . Seconded by Glen Coutu. Motion passed with Greg Lafontaine, Vin Shea abstaining.

Item D. Correspondence

None.

Item E. Public Comments

No one wished to speak.

Item F.

Reports for Fiscal Year 2013-2014 Monthly Expenditure, Revenue, TIP/SIP, Contingency Balance, and Fund Balance will be presented at the BOF regular meeting on September 17, 2013.

No reports reviewed.

Item G.

Sub committees

1. Policies and procedures Subcommittee

Have reviewed some policies and procedures. Will meet again on August 27th at 6:30 p.m. to review Fixed Assets. Auditor and legal counsel will have to review all of these prior to presenting to the Board of Finance. They have not been sent as of yet.

2. Capital Subcommittee

No report

Item H. New Business

1. Review FY 2012-2013 BOE Expenditure Report

A total of \$596,772.00 is the amount remaining from previous year BOE budget. This will be added to the Town General Fund Balance. Darcy Battye noted there is an amount encumbered for Anthem.

2. Review FY 2012-2013 Expenditures, Revenues, TIP/SIP, Contingency Balance, and Fund Balance Reports.

These reports were explained by Veronica Calvert. Some of the amounts approved to come from Contingency were not needed in their entirety. Glen Coutu questioned if the Clark Road work had been completed prior to June 30. Veronica will check on this. Repairs at the Senior Center were discussed. Discussion if these charges should have been charged to Building & Grounds or TIP. Glen Coutu discussed the over expenditures in accounts controlled by the Board of Selectmen. There is approximately a \$240,000.00 surplus on the Town budget. Glen Coutu discussed that there is no control on snow removal which was under expended, with both surpluses over 1 mil was wrongly collected from taxpayers. These figures of both of the surpluses were discussed. Discussion of what the goal is for Fund Balance. There is a percentage goal. Greg Lafontaine noted the goal is a percentage of the overall budget, there is a range. Capital improvement projects and what other town's fund balances are was discussed. Vin Shea discussed other town's and what the State requires the fund balance to be. Discussion of unknown things in the future. Computer services line item was discussed. Veronica Calvert will research details of Clark Road project, Senior Center repairs and Computer Services and bring details

on those accounts for the regular meeting in September. Discussion of leaving deficits and deficits that were not approved by the Board of Finance. Recommended by Greg Lafontaine to leave as deficits so they are visible. Liz Charron discussed having a representative from the Board of Selectmen present at Board of Finance meetings.

3. Consider and Act on FY 2012-2013 transfers

Following discussion it was decided to wait to do transfers in September.

4. Consider and act upon approving an additional \$521.66 from TIP for the Fuel Dispensing System at Public Works garage.

Veronica Calvert reported that this amount was over the \$13,000.00 that was previously approved. This is for the new PC and software for the fuel dispensing system.

Betsy Petrie made a motion to approve an additional \$521.66 to come from TIP for the Fuel Dispensing System at Public Works garage. Seconded by David Scata. Motion passed unanimously.

5. Information for the BOF on the Windham Paramedic Program for FY 2013 transports

Veronica Calvert reviewed the detailed # of calls, dates and charges for the Windham Paramedic Program. It takes about 6 weeks to see an invoice, this report is attached to the invoice. A methodology is needed for updating the Board.

6. Discuss the BOF representative at the BOE contract negotiation sessions

Noted by Liz Charron that the lawyer for the BOE would not allow 3 different people to attend contract negotiation sessions. The Board of Finance would not be allowed to speak at these sessions or update the Board of Finance even during Executive Session. Diane Malozzi noted the research she had done on statutes that permit BOF to attend and participate in negotiations.

Glen Coutu made a motion to amend the agenda and add action under New Business Item H6. Seconded by Vin Shea. Motion passed unanimously.

Betsy Petrie made a motion that due to information given by the Chairman of the Board of Education, a representative from the Board of Finance will no longer attend or participate in contract negotiations with the Board of Education and the Teachers Union. Seconded by Vin Shea. Motion passed unanimously.

I. Other

Liz Charron noted that she needs to request feedback on budget process from departments, boards and commissions, will discuss in September.

Liz Charron will send an e-mail to board members requesting a list of what alternate they want to sit for them in order for meetings until election and installing of any new members.

David Scata made a motion to adjourn the meeting. Motion was seconded by Greg Lafontaine. Meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Kathleen E. Chapman

Board of Finance Clerk