

Date: November 19, 2012
To: Members Lebanon Board of Finance
From: Liz Charron, Chairman
Subject: Regular Meeting

The Lebanon Board of Finance will hold a regular meeting on Tuesday, November 20, 2012 at 7:00 in the Town Hall.

Agenda

- A. Call to order.
- B. Minutes of previous meetings:
October 16, 2012 Regular Meeting p 2
- C. Correspondence
Email from Cynthia Mello (forwarded to the BOF members on 11/2/12) regarding public comment on a generator for the Senior Center p 6
- D. Monthly Expenditures/Revenues/Invoices p 8 p 14 p 16
- E. Subcommittee updates –
 - 1. Capital
 - 2. BOF Policies and Procedures

Consider and act on adding time for public participation to regular Board of Finance meetings
 - 3. Investment
- F. New Business
 - 1. Consider and act on a 30 day extension to the State for the Fiscal Year 2012 audit
 - 2. Consider and act on the calendar for 2013 Regular Board of Finance Meetings p 17
 - 3. Information for the Board of Finance – transfer of investments from Merrill Lynch accounts p 18
- G. Other
- H. Adjourn.

Lebanon Board of Finance
Minutes of October 16, 2012

Regular Meeting

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

Alternates present: Diane Malozzi, Edward Tytor

Janet Tyler Superintendent of Schools, Board of Education members Darcy Battye, Donna Skaats

Veronica Calvert, Town of Lebanon Finance office

Darcy Battye, Senior Center Coordinator

Trooper Southworth

Member of the Press

Item A. Call to Order

The meeting was called to order at 7:00 p.m. by L. Charron. Liz thanked Veronica for putting the agenda and packet together. Liz announced to members if the wish to have copies of the materials printed for them to let Veronica know and she will provide. Also if there are topics for the agenda to let Veronica.

Item B. Review and Consider Accepting Minutes of previous Meetings

Glen Coutu made a motion to accept the minutes of September 18, 2012 Regular Meeting minutes. Seconded by Donald Anderson. Motion passed unanimously.

Glen Coutu made a motion to accept the minutes of September 24, 2012 Special Meeting minutes. Seconded by Donald Anderson. Motion passed unanimously.

Item C. Correspondence

None

Item D Monthly Expenditures

TOWN

Veronica Calvert distributed the monthly Expenditure Report as of 9/30/12. Clark Road authorized over expenditure was added to the notes column. Greg Lafontaine requested the date of minutes when approved be added to the Excel spreadsheet also. Veronica will do this. Burning Officials #424 the percentage remaining looks incorrect. Veronica will adjust. Are any more payments expected to be made from Switchboard #449? Veronica will research. All departments, boards and commissions have received their quarterly reports for FY 13. They have until October 30 to get back to Veronica with any changes. Selectmen #401 seems to have a larger amount expended and it was identified as some dues payments that occur early in the fiscal year.

Board of Education Monthly Budget Status Report as of September 30, 2012 were distributed by Superintendent Janet Tyler. Enrollment figures as of October 1, 2012 were also distributed. Enrollment in Pre K has increased by 13 since this report. Enrollment figures from June were discussed. Possible partnership with Windham was discussed. See attachment for enrollment and BOE budget

Revenue

List of YTD Revenues for FY 2012 as of September 30 was distributed. Only need Revenues and TIP reports quarterly unless there is action expected by the Board of Finance.

Greg Lafontaine made a motion to authorize payment of \$500.00 to Beth Pite Consulting to be charged to Board of Finance account code. Seconded by Betsy Petrie. This was approved previously to expend up to \$1000.00 with the cost to be shared with Board of Education. Motion passed unanimously.

Item E Subcommittee Updates:

Capital had nothing to report.

Policies and Procedures did not meet.

Investment did not meet.

Item F New Business

1. Consider and act on the Resident State Trooper's request to restore \$10,000.00 to the Police Services FY 2013 budget, Department 420

Break out of budget was distributed. Comparison of last four fiscal years hours and salary of police officers was distributed. Trooper Southworth reported that the difference between 2012 and 2013 hours was due to one of the officers being at training for 10 weeks, and 2 weeks for vacation. Another officer had worked limited hours. Don't know what overtime for Trooper Southworth will be for this year. This may be charged back through Troop K. The \$450.00 for longevity is the twice yearly payment that all state workers receive.

Trooper Southworth stated that he wants to have the hours go to the 2612 for the \$10,000 rather than the present amount of hours of 2201. Trooper Southworth indicated that the department does a lot of speeding enforcement, that the last time he was at the BOF he reported that there were over 800 incidents of a request for service in Lebanon. Some funds for tickets come back to the town and its possible that the BOF could look at that for the future budget year.

BOF issued concerns about being early in the budget year to consider adding funds to budget for the purposes of increasing hours. Other departments did not have any hours increased during the past fiscal year.

David Scata noted that Trooper Southworth has provided the information that was requested. We can allocate funds, we can track the hours through the year and then reallocate funds. Liz Charron noted that there is revenue that was not budgeted for. It would be about 42 hours on average of patrol time per constable for the increase to 2,600 hours.

Greg Lafontaine stated this could be looked at after the first of the year.

No action taken.

Item F New Business (continued)

- #2** Consider and act on creating Fund accounts for Fixed Assets, Debt, Grants, Permanent Trust Funds, and Private Purpose Funds

Veronica reported that the auditor requested that funds be set up that equals the financials in the Financial Statement. Examples were given by Veronica. Funds would have to be named. Fixed Asset Fund should be set up for Capital Equipment, and Grants. Following discussion it was decided to discuss with the auditor exact wording for account names, and to discuss at next meeting. Veronica will also research fixed asset inventory for Town and Board of Education.

- #3** Consider and act on request from Senior Center to purchase an emergency shelter generator

Darcy Battye, Senior Center Coordinator stated that she does not have a quote for the generator as of yet but is expecting one. Would like to have the Senior Center be a shelter during outages. People with oxygen, battery packs could use the Senior Center. It could also be an addition to the high school shelter with shower facilities, cell phone charging, feed people, rest and sleep overnight. Discussion on what would fund the generator purchase. Intent is to use the Emergency Preparedness Fund but this decision is up to the Board of Finance. Will have to have input from the Board of Selectmen. What size generator that would be needed was discussed.

- #4** Consider and act on next steps from joint session with Board of Education

A draft proposal for a Strategic Study Committee for the school district was distributed. Liz suggested that a couple of people from Board of Finance and a couple from Board of Education work together to outline the objective for the Study Committee. The committee would be established by the Board of Selectmen. It was suggested that the BOE put together a planning committee that would encompass both school, finance, towns people to determine the strategic plan for the schools. The Study Committee should be formed by the Board of Education. Comparisons with other districts and replacement of the revenues that the Town has lost that has been absorbed by the taxpayers.

For this upcoming budget season, it was discussed that the BOF hold a joint session with the Board of Education when the finance subcommittee of the BOE was ready to present their budget proposal. This would permit questions to be asked by the BOE and the BOF and then follow up at another meeting. Time frames will have to be worked out.

- #5** Information on ACO for FY 09 through FY 13, Fund 205

Veronica reported that she went back over previous years ACO budget and identified where the discrepancy was with the budget for ACO. There was a mis-posting in first quarter of FY 12. Auditor will have to adjust this. Veronica will report back once FY2012 has been adjusted.

- #6** Information on WPCA Amston Lake sewer project

A weekly teleconference is held every Friday. Veronica reported that the bond closing was held October 3rd. Once expenditures reach 5.1 million would be eligible for a 1.4 million grant from USDA. Would put the paperwork in at that point for the 5.1 million loan. Frequency of assessment fees needs to be discussed and what interest rate would be. User fee collections and maintenance needs to be

discussed. Operating Fund needs to be set up. Figures will be needed for budget preparation. WPCA will be invited to December meeting to provide information.

#7 Information on FY 2012 auditor fieldwork

Auditor has begun the audit this week. Information requested has been provided.

#8 Information on Lease purchase agreement for Public Works Equipment

Lease agreement has been reviewed for the acquisition of 3 pieces of equipment. Interest rate was 3.65%. A down payment may be made on the purchases. Legal fees are not known at this time but Veronica will inform us.

Betsy Petrie made a motion to adjourn the meeting. Motion was seconded by Gregg Lafontaine. Meeting adjourned at 9:18 p.m.

Respectfully Submitted,

Kathleen E. Chapman

Board of Finance Clerk

Veronica Calvert

From: Liz Charron [lizcharron@earthlink.net]
Sent: Friday, November 02, 2012 12:23 PM
To: David.scata@easthaddamschools.org; Malozzi087@aol.com; 'Betsy Petrie'; 'Chuck Haralson'; dlanderson1@charter.net; 'Glen Coutu'; 'Gregg Lafontaine'; Radomed@att.net
Cc: Veronica Calvert; 'John Bendoraitis'; Joyce Okonuk; 'Linda Finelli'
Subject: FW: Questions/Comments

BOF and BOS: FYI

Veronica – please add as correspondence to next agenda.

Liz

From: jjmello@snet.net [mailto:jjmello@snet.net]
Sent: Friday, November 02, 2012 12:00 PM
To: financeboard@lebanontownhall.org
Cc: Cindy Mello
Subject: Questions/Comments

To: Liz Charron, Chair, Lebanon Board of Finance

Re: Questions/Comments

Dear Liz,

Because the Board of Finance does not provide the opportunity for residents to ask questions and share comments at monthly meetings, I am hopeful that this email will serve that purpose before a decision is made regarding a request that was discussed at your October 16, 2012, meeting, i.e., the Senior Center request to purchase an emergency shelter generator.

"Darcy Batty, Senior Center Coordinator stated that she does not have a quote for the generator as of yet but is expecting one. Would like to have the Senior Center be a shelter during outages. People with oxygen, battery packs could use the Senior Center. It could also be an addition to the high school shelter with shower facilities, cell phone charging, feed people, rest and sleep overnight. Discussion on what would fund the generator purchase. Intent is to use the Emergency Preparedness Fund but this decision is up to the Board of Finance. Will have to have input from the Board of Selectmen. What size generator that would be needed was discussed."

I am concerned that, in a time of intense frugality, this purchase would unnecessarily duplicate services already supported for all town residents through current budget allocations. Lyman Memorial High School has been designated as the Emergency Shelter for Lebanon residents during times of natural disasters such as hurricanes, ice storms and blizzards. This brings a number of questions to my mind that as of now seem unanswered:

- Have the needs of the town outgrown the capacity of the designated site to handle the needs of residents?
- Are there materials, equipment, or facilities that are lacking from the current site as to inhibit its effectiveness as an emergency shelter?
- Is there sufficient data that has been collected and analyzed to support the need to add an additional emergency shelter?

- Was the Emergency Management Director for the Town of Lebanon consulted prior to this request?
- Was the Local Emergency Planning Team consulted prior to this request?
- If approved, will the second emergency shelter be open to all Lebanon residents?

In the days following Hurricane Sandy, the emergency shelter at Lyman Memorial High School seems to have demonstrated its capability to meet the needs of our community for shelter, access to power, shower and restroom facilities, as well as a distribution point for water and food. Why are we looking to spend considerable town funds to duplicate these services when other requests are being denied?

I would appreciate a response to my questions, either in written form or as part of meeting minutes.

Thank you for your consideration of my comments, concerns, and questions.

Sincerely,

Cynthia Mello
807 Beaumont Highway
Lebanon, CT 06249
860-642-6849

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Version: 2013.0.2742 / Virus Database: 2617/5869 - Release Date: 11/02/12

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Version: 2013.0.2742 / Virus Database: 2617/5865 - Release Date: 10/31/12

Town of Lebanon		Adopted Budget		Amendments		Reported Period		Amount		Percent		Notes	
Board of Finance		07/01/2012-		07/01/2012-		07/01/2012-		Remaining		Remaining			
Monthly Expenditure Report		06/30/2013		06/30/2013		10/31/2012		10/31/2012		10/31/2012			
As of 10/31/2012													
Account Number / Description													
400	LEGAL COUNSEL	\$30,000	\$0	\$3,773	\$26,227					87%			
401	SELECTMEN	\$118,410	\$0	\$45,652	\$72,758					61%			
402	ELECTIONS	\$37,865	\$0	\$9,831	\$28,034					74%			
403	PROBATE COURT	\$2,479	\$0	\$0	\$2,479					100%			
405	BOARD OF FINANCE	\$2,000	\$0	\$725	\$1,275					64%			
406	FINANCE OFFICE	\$116,631	\$0	\$35,931	\$80,700					69%			
407	TAX COLLECTOR	\$65,160	\$0	\$22,919	\$42,241					65%			
408	BD ASSESSMENT	\$1,000	\$0	\$164	\$836					84%			
409	TOWN CLERK	\$87,968	\$0	\$28,188	\$59,780					68%			
410	ASSESSOR	\$61,303	\$0	\$18,734	\$42,569					69%			
411	AUDITOR	\$15,000	\$0	\$0	\$15,000					100%			
412	TOWN REPORT	\$1,000	\$0	\$0	\$1,000					100%			
415	COMPUTER SERVICE	\$74,706	\$0	\$44,716	\$29,990					40%			
417	TOWN HALL	\$55,475	\$0	\$6,956	\$48,519					87%			
418	INSURANCE	\$158,812	\$0	\$73,258	\$85,554					54%			

Town of Lebanon		Adopted Budget	Amendments	Reported Period	Amount	Percent	Notes
Board of Finance					Remaining	Remaining	
Monthly Expenditure Report		07/01/2012-	07/01/2012-	07/01/2012-	07/01/2012-	07/01/2012-	
As of 10/31/2012		06/30/2013	06/30/2013	10/31/2012	10/31/2012	10/31/2012	
420 POLICE SERVICES	\$180,000	\$0	\$16,420	\$163,580	91%		
422 VOLUNTEER FIRE DEPT	\$95,000	\$0	\$95,000	\$0	0%		
423 FIRE MARSHALL	\$16,443	\$0	\$5,648	\$10,795	66%		
424 BURNING OFFICIALS	\$2,500	\$0	\$0	\$2,500	100%		
425 BUILDING DEPT	\$21,197	\$0	\$6,969	\$14,228	67%		
426 FIRE SAFETY COMPLEX	\$34,660	\$0	\$4,311	\$30,349	88%		
429 TREE WARDEN	\$175	\$0	\$0	\$175	100%		
430 DEPT PUBLIC WORKS	\$639,595	\$0	\$172,405	\$467,190	73%	BOF 8/7/12: over-expend up to \$15K for Clark Road	
431 BLDGS & GROUNDS	\$98,332	\$0	\$26,010	\$72,322	74%		
433 SNOW REMOVAL	\$150,000	\$0	\$156	\$149,844	99.9%		
434 STREETS LIGHTS	\$1,600	\$0	\$512	\$1,088	68%		
436 SOLID WASTE	\$190,000	\$0	\$40,465	\$149,535	79%		
437 WATER POLLUTION CONTROL	\$79,727	\$0	\$1,900	\$77,827	98%		
439 CEMETERY COMMISSION	\$12,374	\$0	\$3,193	\$9,181	74%		
441 HEALTH DEPARTMENT	\$15,515	\$0	\$2,334	\$13,181	85%		
443 PUBLIC HEALTH NURSE	\$1,000	\$0	\$1,000	\$0	0%		

Town of Lebanon		Adopted Budget		Amendments		Reported Period		Amount		Percent		Notes	
Board of Finance		07/01/2012-		07/01/2012-		07/01/2012-		Remaining		Remaining			
Monthly Expenditure Report		06/30/2013		06/30/2013		10/31/2012		10/31/2012		10/31/2012			
As of 10/31/2012													
445 HUMAN SERVICES		\$17,810	\$0	\$5,092	\$12,718					71%			
446 WCMH PARAMEDIC PROGRAM		\$35,470	\$0	\$9,743	\$25,727					73%			
448 UNITED SERVICES		\$5,115	\$0	\$5,115	\$0					0%			
449 SWITCHBOARD		\$48,857	\$0	\$45,734	\$3,123					6%		Annual inv rec'd for \$45,734	
455 SPECIAL EVENTS		\$1,000	\$0	\$0	\$1,000					100%			
458 SENIOR CENTER		\$53,950	\$0	\$18,534	\$35,416					66%			
461 PLANNING & ZONING		\$134,105	\$0	\$37,748	\$96,357					72%			
464 ZBA		\$4,060	\$0	\$770	\$3,290					81%			
465 ECONOMIC DEVELOPMENT		\$2,000	\$0	\$950	\$1,050					53%			
467 INLAND WETLANDS		\$2,000	\$0	\$1,038	\$962					48%			
469 CONSERVATION COMMISSION		\$250	\$0	\$0	\$250					100%			
480 FRINGE BENEFITS		\$464,730	\$0	\$181,946	\$282,784					61%			
SUBTOTAL		\$3,135,274	\$0	\$973,840	\$2,161,434								
490 TRANSFERS		\$19,695,501	\$0	\$4,621,726	\$15,073,775					77%			
GRAND TOTAL		\$22,830,775	\$0	\$5,595,566	\$17,235,209					75%			

TRANSFERS FOR
FY 2012-2013

Approved BOF	Approved TM	Action Approved by Board & Town Meetings	Amount Authorized	FY 13 Impacts Contingency	FY 13 Impacts On Fund Balance	Notes
	FY 2013	Fiscal Year 2013				
		Fund Balance as of 06-30-2012, non-audited Balance July 1, 2012		\$ 150,000.00	\$ 2,725,152.04	
07/19/2012		Authorized the release of \$44,500.00 of School Improvement Project funds for the purpose of pump skid replacement. Capital account.				
07/19/2012		Authorized the release of \$14,000.00 from the Tennis Court Resurfacing account and closing that account and to take the remaining \$985.00 from the Outdoor Athletic Facility account. Capital account.				
08/07/12		Authorized the Board of Selectmen to expend up to \$500.00 from Fund 228 for direct mailing of information packets related to emergency services. Emergency Management				
08/07/12		Authorized the Board of Selectmen to expend up to \$1,500.00 from Fund 228 for food certification program. Emergency Management				
08/07/12		Authorized the Board of Selectmen to expend up to \$450.00 from Fund 228 for purposes of advertising various topics for emergency preparedness. Emergency Management				
08/07/12		Authorized the Board of Selectmen to over expend up to \$15,000.00 in the Public Works Department for the purposes of repairing collapsed pipe on Clark Road, to be noted in the Monthly Expenditure Report.				
08/07/12		Requested the Board of Selectmen call a special Town Meeting for the purposes of authorizing funding for increased construction costs of up to \$15,000.00 for the Tobacco Street Culvert Replacement project. Funds to come from Fund Balance.				
08/07/12		Requested the Board of Selectmen to call a special Town Meeting for the purposes of authorizing funding for increased construction costs of up to \$41,500.00 for the Taylor Bridge Road project. Funds to come from Fund Balance.				
08/07/12		Authorized the Board of Selectmen to enter into a financing agreement with the Savings Institute for financing \$180,000.00 with annual payments of \$60,000.00 until paid off for purchasing Public Works equipment at 2.5% with no prepayment penalties.				

TRANSFERS FOR
FY 2012-2013

Approved BOF	Approved TM	Action Approved by Board & Town Meetings	Amount Authorized	FY 13 Impacts Contingency	FY 13 Impacts On Fund Balance	Notes
08/07/12		Authorized the release up to \$10,670.00 from the School Improvement Plan within the Capital Budget for Lyman Memorial High School roof repairs.				
08/07/12		Authorized the release up to \$8,400.00 from the Outdoor Athletic Facilities account within the Capital budget for the purposes of repairs to the Lyman Memorial High School Athletic roof.				
08/07/12		Authorized the release up to \$600.00 from the School Improvement Plan for the purposes of repairing the handicapped ramps at the Elementary school.				
	08/20/2012	Special Town Meeting				
		Authorized funding for increased construction costs of up to \$4,000.00 for the Tobacco Street Culvert Replacement Project, funds to come from Fund Balance.			\$ (4,000.00)	
		Authorized funding for increased construction costs of up to \$24,000.00 for the Taylor Bridge Board Bridge Project, funds to come from Fund Balance.			\$ (24,000.00)	
9/4/2012		Special BOF Meeting				
		FY 2013 Acceptance of Every Child Ready to Read grant for FY 2013 for \$1,500.00 and for FY 2014 for \$1,500.00				
9/4/2012		Special BOF Meeting				
		FY 2013 Discussion to indicate on the Transfers report the balances that will likely be owed to the State for two school building projects and the renovations to the Fire Department as follows: LES construction building project -\$582,883 LMS construction building project -\$187,303 Renovations to the Fire Department -\$11,641				
09/18/2012		BOF released \$50,000.00 from the Capital Reserve account for the purpose of preserving a 162 acre property located at 185 Randall Road. Account 220-900-5469 Open Space.				
09/18/2012		BOF authorized an over expenditure of \$4,800.00 in the Animal Control Fund 205.				
09/18/2012		BOF requested the BOS call a special town meeting for the purposes of entering into a lease purchase agreement in a principal amount not to exceed \$181,000.00 to finance costs related to the acquisition of two trucks and front load loader.				
09/18/2012		BOF authorized the deposit of \$10,745.91 into the Public Works account 430 for the purpose of repair of a fire damaged backhoe.				

TOWN OF LEBANON						
YEAR TO DATE REVENUES FOR FY 2013						
AS OF 10/31/2012						
TRIAL BALANCE						
Account Number / Description	FY 2013 Approved Budget	FY 2013 Actuals	FY 2013 Difference Budget vs Actuals	FY 2013 Percent Collected	FY 2013 Percent Collected	
	07/01/2012-	07/01/2012-	07/01/2012-			
	06/30/2013	10/31/2012	10/31/2012			
100 GENERAL FUND						
100-00-000-4300-0000-0000 EDUCATION COST SHARING	\$5,523,871	\$0	(\$5,523,871)	100.0%	100.0%	
100-00-000-4301-0000-0000 ARRA ECS REVENUE	\$0	\$0	\$0	0.0%	0.0%	
Subtotal	\$5,523,871	\$0	(\$5,523,871)	100.0%	100.0%	
100-00-000-4304-0000-0000 TRANSPORTATION	\$96,805	\$0	(\$96,805)	100.0%	100.0%	
100-00-000-4306-0000-0000 VOCATIONAL AGRICULTURAL	\$126,960	\$160,404	\$33,444	0.0%	0.0%	
100-00-000-4308-0000-0000 CONSTRUCTION PRINCIPAL	\$0	\$0	\$0	0.0%	0.0%	
100-00-000-4310-0000-0000 CONSTRUCTION INTEREST	\$0	\$0	\$0	0.0%	0.0%	
100-00-000-4320-0000-0000 BOATS	\$0	\$0	\$0	0.0%	0.0%	
100-00-000-4322-0000-0000 IN LIEU OF TAXES	\$31,981	\$31,673	(\$308)	1.0%	1.0%	
100-00-000-4324-0000-0000 CIRCUIT BREAKER	\$28,000	\$0	(\$28,000)	100.0%	100.0%	
100-00-000-4328-0000-0000 ADD VETS EXEMPT	\$3,100	\$0	(\$3,100)	100.0%	100.0%	
100-00-000-4329-0000-0000 MUNICIPAL REVENUE SHARING	\$12,017	\$6,065	(\$5,952)	49.5%	49.5%	
100-00-000-4330-0000-0000 DISABLED	\$700	\$0	(\$700)	100.0%	100.0%	
100-00-000-4340-0000-0000 TOWN AID ROADS	\$110,000	\$54,991	(\$55,009)	50.0%	50.0%	
100-00-000-4342-0000-0000 MASH-PEQUOT	\$32,970	\$0	(\$32,970)	100.0%	100.0%	
100-00-000-4350-0000-0000 MISC - STATE OF CONN.	\$4,000	\$10	(\$3,990)	99.8%	99.8%	
100-00-000-4360-0000-0000 UTILITIES DIRECT	\$30,000	\$10,305	(\$19,695)	65.7%	65.7%	
100-00-000-4361-0000-0000 INTEREST TAXES	\$110,000	\$35,327	(\$74,673)	67.9%	67.9%	
100-00-000-4362-0000-0000 LIEN FEES	\$3,000	\$1,426	(\$1,574)	52.5%	52.5%	
100-00-000-4363-0000-0000 SUSPENSE BOOK	\$4,000	\$1,041	(\$2,959)	74.0%	74.0%	
100-00-000-4365-0000-0000 MISC SELECTMAN	\$3,500	\$470	(\$3,030)	86.6%	86.6%	
100-00-000-4366-0000-0000 TOWN CLERK FEES	\$6,000	\$1,766	(\$4,234)	70.6%	70.6%	
100-00-000-4367-0000-0000 CONVEYANCE FEES	\$70,000	\$23,663	(\$46,337)	66.2%	66.2%	
100-00-000-4368-0000-0000 COPIES	\$8,000	\$2,635	(\$5,365)	67.1%	67.1%	



TOWN OF LEBANON						
YEAR TO DATE REVENUES FOR FY 2013						
AS OF 10/31/2012						
TRIAL BALANCE						
Account Number / Description	FY 2013 Approved Budget	FY 2013 Budget Actuals	FY 2013 Difference Budget vs Actuals	FY 2013 Percent Not Collected		
	07/01/2012- 06/30/2013	07/01/2012- 10/31/2012	07/01/2012- 10/31/2012			
100-00-000-4369-0000-0000 BOOKS AND ORDINANCES	\$100	\$0	(\$100)	100.0%		
100-00-000-4370-0000-0000 FILING MAPS	\$300	\$30	(\$270)	90.0%		
100-00-000-4371-0000-0000 ASSESSORS	\$800	\$219	(\$581)	72.6%		
100-00-000-4372-0000-0000 INSURANCE REIMBURSEMENTS	\$0	\$0	\$0	0.0%		
100-00-000-4373-0000-0000 CONSTABLES	\$0	\$2,145	\$2,145	0.0%		
100-00-000-4374-0000-0000 FIRE MARSHAL	\$1,000	\$450	(\$550)	55.0%		
100-00-000-4375-0000-0000 BUILDING FEES	\$50,000	\$11,315	(\$38,685)	77.4%		
100-00-000-4376-0000-0000 FIRE SAFETY	\$1,000	\$450	(\$550)	55.0%		
100-00-000-4377-0000-0000 SOLID WASTE FACILITY	\$110,000	\$27,402	(\$82,599)	75.1%		
100-00-000-4378-0000-0000 SEXTON FEES	\$7,500	\$2,000	(\$5,500)	73.3%		
100-00-000-4380-0000-0000 PZC FEES	\$2,000	\$3,975	\$1,975	0.0%		
100-00-000-4381-0000-0000 ZBA FEES	\$1,000	\$400	(\$600)	60.0%		
100-00-000-4382-0000-0000 IWC FEES	\$1,000	\$1,312	\$312	0.0%		
100-00-000-4383-0000-0000 BOARD OF ED REIMBURSEMENT	\$0	\$10,378	\$10,378	0.0%		
100-00-000-4384-0000-0000 SCHOOL TUITION	\$728,684	\$67,932	(\$660,752)	90.7%		
100-00-000-4385-0000-0000 INVESTMENT INCOME	\$12,000	\$0	(\$12,000)	100.0%		
100-00-000-4389-0000-0000 MISC REVENUE	\$6,000	\$10,258	\$4,258	0.0%		
100-00-000-4390-0000-0000 SALE OF ASSETS	\$0	\$0	\$0	0.0%		
100-00-000-4391-0000-0000 TOWN DEPOSIT	\$0	\$0	\$0	0.0%		
100-00-000-4392-0000-0000 LOCAL SCHOOL	\$0	\$1	\$1	0.0%		
100-00-000-4393-0000-0000 SCHOOL PRIZES	\$0	\$0	\$0	0.0%		
100-00-000-4394-0000-0000 CARE CEMETERY	\$0	\$0	\$0	0.0%		
100-00-000-4395-0000-0000 LYMAN FUND	\$0	\$0	\$0	0.0%		
100-05-420-4350-0000-0000 MISC. STATE GRANTS	\$0	\$0	\$0	0.0%		
TOTAL	\$7,126,288	\$468,042	(\$6,658,246)	93.4%		

Stephen T. Hopkins, CPA, PC

Auditing, Accounting, and Consulting Services

214 Holmes Road / Scarborough, Maine 04074 / Phone: (207) 885 - 5038 / Fax: (207) 470 - 5050

Bill for Professional Services
Monday November 12, 2012
Invoice # Lebanon 07-12

Bill to:

Veronica Calvert
Finance Director
Town of Lebanon
579 Exeter Road
Lebanon, Connecticut 06249

Services rendered:

Progress billing for the audit of and assisting in the preparation of the financial statements for the Town of Lebanon, Connecticut for the fiscal year ended June 30, 2012 per the engagement letter dated June 15, 2012.

Amount due

\$ 5,000.00 *

Audit engagement billing summary:

Audit engagement letter amount	\$	13,000.00
Billing 2012-11-12		-5,000.00 *
Billing		0.00
Billing		0.00
Billing		0.00
Remaining to be billed	\$	<u>8,000.00</u>

Payment Terms: Payment due upon presentation. All unpaid balances over 30 days will accrue interest at a rate of 1% per month

Bill to:

Veronica Calvert
Finance Director
Town of Lebanon
579 Exeter Road
Lebanon, Connecticut 06249

Invoice date:

Monday November 12, 2012

Invoice #:

Lebanon 07-12

Amount enclosed:

\$

**LEBANON BOARD OF FINANCE
2013 SCHEDULE OF REGULAR MEETINGS**

Tuesday, January 15, 2013

Tuesday, February 19, 2013

Tuesday, March 19, 2013

Tuesday, April 16, 2013

Tuesday, May 21, 2013

Tuesday, June 18, 2013

Tuesday, July 16, 2013

Tuesday, August 20, 2013

Tuesday, September 17, 2013

Tuesday, October 15, 2013

Tuesday, November 19, 2013

Tuesday, December 17, 2013

All meetings will be held at 7:00 p.m. in the Lebanon Town Hall,
unless otherwise announced in the warning for the meeting.

Proposed at November 20, 2012 BOF meeting

MERRILL LYNCH WEALTH MANAGEMENT
717 5TH AVE
NEW YORK, NY 10222



TOWN OF LEBANON
579 EXETER RD
LEBANON, CT 06249-1506

Action Required - Closing of your Public Funds Accounts 10/17/2012

REF: Account # XXX-02165, XXX-04115, XXX-04172, XXX-04E22, XXX-04242

The brokerage and investment management services that Merrill Lynch Wealth Management provides to public entities has been modified. As a result of these modifications, your account(s) can no longer be held at Merrill Lynch and the assets held in those accounts must be distributed or transferred to another institution. We recognize that this decision will cause some inconvenience. Therefore, we want to help make the process as seamless as possible by ensuring a smooth transition of your account(s) to the financial institution of your choice. To begin the process, please provide your written transfer instructions on or before November 30, 2012 (see action required below). If we do not receive your written instructions to transfer these assets to another financial institution, we will take the following actions:

- Cash, bank deposits and money market mutual funds will be liquidated or withdrawn, and the proceeds will be issued to you in the form of a check.
- Equities eligible for the Direct Registration System (applies primarily to US-listed securities) will be transferred electronically to the transfer agent or issuer for those equities. You will receive a statement from the issuer or its transfer agent showing evidence of your ownership of the security.
- Equity and fixed-income securities eligible for delivery in certificate form will be issued to you in that form.
- Equity and fixed income securities ineligible for re-registration or delivery in a certificate form as described above will be liquidated, and the proceeds will be issued to you in the form of a check.
- Any non-transferable securities, including mutual fund positions and option contracts, will be liquidated. The proceeds will be issued to you in the form of a check.

Please be aware that liquidating assets may result in a taxable event. We recommend that you consult an independent tax advisor to determine what impact, if any, liquidation may have on your tax situation. You may also incur fees, including sales charges when selling certain mutual fund class shares or other applicable liquidation fees. Merrill Lynch will cover any Merrill Lynch-related Account closure fees that may be incurred due to this process.

Action Required: Please contact me at the address/phone number below to provide your instructions regarding the distribution or transfer of your assets to another institution on or before November 30, 2012.

STEPHEN MANDEL
717 5TH AVE
NEW YORK, NY 10222
(212) 415-7823

Please note that other non-brokerage and non-investment management relationships you may have with Bank of America Merrill Lynch are not impacted by this decision.

Thank you for your attention to this matter.

Sincerely,

Stephen Mandel

*This impacts the
Merrill Lynch accounts
for the Jonathan Trumbull Jr
House Fnd, Jonathan Trumbull
Library, and Mary Trumbull
Adams Comm Ctr.*