Date: October 15, 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, October 16, 2012 at 7:00 in the Town Hall.

Agenda

A. Call to order.

B. Minutes of previous meetings:
September 18, 2012 Regular Meeting **PAGE 2**
September 24, 2012 Special Meeting **PAGE 7**

C. Correspondence

D. Monthly Expenditures **PAGE 8**/Revenues **PAGE 11**/Transfers **PAGE 13**/TIP **PAGE 16** /Invoices **PAGE 17**

E. Subcommittee updates –
1. Capital
2. BOF Policies and Procedures
3. Investment

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. **PAGE 18**
2. Consider and act on creating Fund accounts for Fixed Assets, Debt, Grants, Permanent Trust Funds, and Private Purpose Trust Funds.
3. Consider and act on a request from the Senior Center, Department 458, to purchase an emergency shelter generator
4. Consider and act on next steps from joint session with BOE on 09/24/2012. **PAGE 20**
5. Information for the Board of Finance – Expenditure report for Animal Control for FY 09 through FY 13, Fund 205. **PAGE 23**
6. Information for the Board of Finance - WPCA Amston Lake sewer project
7. Information for the Board of Finance – FY 2012 auditor fieldwork
8. Information for the Board of Finance – Lease purchase agreement for Public Works equipment.

G. Other

H. Adjourn.

Lebanon Board of Finance

Minutes of September 18, 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

Also present

Selectmen: Joyce Okonuk, Linda Finelli, John Bendoritis

Veronica Calvert, Finance Office, Phil Chester, Town Planner, Resident Trooper Southworth

Item A. Call to Order

The meeting was called to order at 7:02 p.m. by L. Charron.

Item B. Review and Consider Accepting Minutes of previous Meetings

Glen Coutu made a motion to accept the minutes of September 4, 2012 Special Meeting. Seconded by Donald Anderson. Motion passed unanimously.

Item C. Correspondence

A letter had been received from the Town Treasurer regarding maturity of a bond within one of the portfolio brokerage accounts managed via Merrill Lynch. The Treasurer worked with the financial advisor on the account and bonds could not be purchased that produced similar returns. Stocks were purchased that produced dividends.

The Investment Policy subcommittee will review procedures for future.

Item D Monthly Expenditures

TOWN

Veronica Calvert distributed the monthly Expenditure Report as of 8/31/12. Account 408 needs to be researched. Account 403 typo needs to be corrected. Account 430 note needs to include information as to why there is an authorized over expenditure for Clark Road.

Revenue

List of YTD Revenues for FY 2013 as of 8/31/12 was distributed. TIP Report as of 8/31/12 was distributed. List of transfers for FY 2011-2012 was distributed. Betsy Petrie noted that enrollment may be down this year in one of the grades and wondered if the Board of Education will be updating the Board of Finance. Liz Charron reported that the Board of Education usually reports their first quarter financials in October, she will request them to also report on enrollment numbers.

Item E Subcommittee updates:

1. Capital:

Glen Coutu reported that they had met earlier this evening. Recommendation to Board of Finance for borrowing and bonding and lease purchase was discussed. Connecticut statutes have been researched. Surrounding towns have been contacted, and also CCM. Consensus was to obtain an opinion from an independent third party regarding response from Bond Counsel and fees associated with legal and Bond Counsel review. Town Auditor has also been contacted.

2. Board of Finance Policies and Procedures:

Gregg Lafontaine reported that they had met earlier this evening also. Organizational structure was discussed. Previous minutes have been researched. May have a draft document for a future Board of Finance review.

3. Investment

Liz Charron reported that the Investment Subcommittee have not met as of yet. Previous chair of the subcommittee has been contacted and has provided notes and a draft of investment policy.

Item F New Business:

1. Resident Trooper request

Resident State Trooper Southworth requested that $10,000.00 be restored to Police Services FY 2013, Department 420. Liz Charron explained the reasoning for reducing this budget item this fiscal year was because funds have been returned each year and it is our understanding that the his current compensation packages is lower than our previous state trooper. Trooper Southworth noted that constables have been reduced from 4 to 3. One constable was at training for 6 months. One constable was limited in hours due to other employment. Ticket revenue is received from every ticket issued in town which was $2,145.00 last year. A new vehicle has been purchased which needs to be maintained. David Scata asked where the shortfalls are. Trooper Southworth does not know what some of the day to day expenses will be. New guns will have to be purchased this year. Liz Charron requested what the salary information will be for this year. Estimates will be received from the State for salary and benefits for resident trooper. More information is needed before Board of Finance can make a decision. Betsy Petrie inquired how many hours did each of the officers patrol in each of the last three years, what is average budget was built around, what were the hours on patrol duty last year. In previous fiscal years funds were returned from budgeted appropriation. Previously the Resident State Trooper budget and Constable budget were separate, and several years ago the BOF joined the accounts and called it Police Services. Veronica will provide additional information. Private duty payment was discussed for events at the Fairgrounds. What type of employees are the constables was questioned by Betsy Petrie. They are hourly paid Town employees. They do not receive overtime from the Town. The Lions Club was billed for hours worked at the Lebanon Fair. Constables are used to supplement State Trooper coverage. Calls for service for the last 2 months was discussed. There have been 851 calls for service. 309 tickets were issued, 107 warnings. This information was requested to be posted on the website. Updated service call information will be provided to the Board of Selectmen and Board of Finance.

2. **USDA Resource Conservation Service Grant**

$135,500.00 has been received. Phil Chester distributed information regarding Anderson property. Donation of $15,000.00 has been received from Joshua's Trust for this project. There may be upcoming projects.

Gregg Lafontaine made a motion to Request the Board of Selectmen to call a Special Town Meeting for the purposes of accepting and expending a USDA Resource Conservation Service Grant in the amount of $135,500.00 and releasing $50,000.00 from the Capital Reserve Account for the purpose of preserving a 162 acre property located at 185 Randall Road owned by the Anderson family. Motion was seconded by David Scata. Donald Anderson inquired what is a future building envelope. This is a house lot. The Anderson family maintains the existing home on the property. Motion carried unanimously.

3. **Proposed changes to Planning & Zoning fees:**

Phil Chester distributed proposed increases in land use fees. This information will be added to Special Town Meeting. These fees have not been updated since 1998.

4. **WPCA sewer project bond anticipation notes:**

Dave Martin reported that funds borrowed from Fund Balance have been returned to the Town. Anticipate that in November will reach 5.1 million in expenditures so that access to USDA funding can be acquired. A 2nd BAN estimate was distributed. Short term borrowing for 6 months at 1%. Also can get access to 1.5 million grant. Total is 6.55 million. Additional costs of $31,587.00. The bond sale is this Thursday. This is still within the amount approved at Town Referendum. Paving will be going out to bid soon. Anticipate to start paving in October. Dave thanked Veronica for her help.

5. **Moody rating**

Moody's downgraded the bond rating of the Town to non-rated several years ago because we have no publically traded outstanding securities. To obtain a Moody's rating we need to have publically traded outstanding securities.

6. **First Selectman request for additional $4,800.00 for animal control budget:**

Veronica Calvert reported that the starting point for this year's budget was approximately $19,000.00 Approximately $24,000.00 should have been used. Invoice from the town of Sprague has been received. Gregg Lafontaine inquired how does this compare to last year's actual. Discussion and comparison to previous years. Dog license fees and rental income goes into this fund. Lebanon's shared dues per capita was $19,726.46 in 2011-2012. There have been legal fees and maintenance of a van.

David Scata made a motion to authorize an over expenditure of $4,800.00 in the Lebanon Dog Fund aka Animal Control Fund. Motion was seconded by Greg Lafontaine. Motion passed unanimously. This will be noted on the monthly expenditure report.

7. **Authorizing lease purchase or loan agreement for Public Works equipment and vehicles:**

Total of $180,000.00 is needed to either lease purchase or enter into a loan agreement to purchase a pay loader and two trucks for Public Works. Discussion of Bond Counsel information. Greg Lafontaine discussed the possibility of borrowing some funds from Fund Balance and repaying it annually. Discussion of Fund Balance guidelines. This way of funding would enable us to set interest rate. Betsy

Petrie has contacted surrounding towns regarding funding possibilities for this equipment. This is a new process for our town. It was suggested to discuss with Town Auditor. Discussion of possibility of enacting an ordinance. Joyce Okonuk has contacted CCM regarding this issue. Other towns grow Fund Balance through taxes. Glen Coutu suggested moving forward with lease purchase option, discuss at Town Meeting and competitively bid for interest rate. Betsy Petrie has contacted surrounding towns that post an RFP/RFQ for leasing purchases.

Betsy Petrie made the following resolution; Resolved, that the Board of Finance recommends that the Town of Lebanon enter into a lease-purchase agreement in a principal amount up to $181,000.00 to finance costs related to the acquisition of two trucks and a front end loader, and related equipment, for use by the Town of Lebanon Public Works Department; and authorize the First Selectman to determine the lease purchase financing provider, to accept and determine the amount, date, interest rate, term and other details of the financing under the lease purchase agreement, and to take other actions as may necessary or expedient in connection with the fulfillment of the provisions of the lease purchase agreement and related transactions; and to authorize the First Selectman and other proper officers and officials of the Town to take all other action and to enter into any other agreements which are necessary or desirable to complete the project and to finance the project through the lease purchase agreement. Resolution was seconded by Glen Coutu.

Terms of lease purchase agreement were discussed. Resolution passed unanimously.

Glen Coutu made a motion to request the Board of Selectmen to 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 end loader and related equipment. Motion was seconded by David Scata. Motion passed unanimously.

Betsy Petrie noted that we need to establish policies for future leasing arrangements, and that we should go out to bid on leasing arrangements.

8.! Board of Selectmen's definition of types of expenditures for emergency vs. non-emergency activities.

Expenditure Approval Protocol was distributed. Different levels of funding and level of approval was discussed. It was suggested to change event duration time. See attachment.

Glen Coutu made a motion to approve the expenditure approval protocol for Emergency Management Funds as presented by the Board of Selectmen. David Scata seconded the motion. Motion passed unanimously.

9.! Deposit of CIRMA insurance check received for backhoe fire at Transfer Station:

A check has been received for $10,745.91. The auditor suggested different options for deposit depending on if the equipment was repaired or replaced. Backhoe will be repaired.

Greg Lafontaine made a motion that the CIRMA check in the amount of $10,745.91 deposited into the Public Works Account 430 for the purposes of repair of the fire damaged backhoe that was damaged on 8/10/12. Motion was seconded by Donald Anderson. Motion passed unanimously.

10.!Bank of America analysis:

Veronica Calvert discussed Bank of America service charges and earnings which continue to increase. The costs have to do with the transferring of cash between accounts. Veronica will research other local banks for better service and less fees and working with the Board of Education will discuss options and make recommendations.

11.!Update on town policies and procedures manual:

Veronica has been working on updating the manual in consultation with the Town Auditor. Board of Finance will review and approve any updates for Finance Office as well as the Board of Selectman.

G. Adjourn

Motion to adjourn was made by Donald Anderson. Motion was seconded by Betsy Petrie. Motion passed unanimously. Meeting adjourned at 9:23 p.m.

Respectfully Submitted,

Kathleen E. Chapman

Board of Finance Clerk

Lebanon Board of Finance
Special Meeting
Monday, September 24, 2012

1. The meeting was called to order by Chairman Liz Charron at 7:00pm
   Present: Liz Charron, Chairman, Glen Coutu, Gregg Lafontaine, Betsy Petrie, Don Anderson
   Alternates: Chuck Haralson, Diane Malozzi, Ed Tytor

   Also present, Melissa Hofmann, Chairman of Board of Education, Darcy Battye, Keith Wentworth, Judd Wadell, Steve Nelson, Jim Mello, Lori Jahoda, Sandra Tremblay

   Janet Tyler, Superintendent of Schools; Linda Finelli, Selectman.

   Member of the press

2. Liz introduced Beth Pite, who facilitated the meeting. Ms. Pite will provide a synopsis of the meeting at a future date.

3. Motion made to adjourn at 9:00 pm by Glen Coutu, seconded by Don Anderson. Motion passed.

Respectfully

Betsy Petrie
Secretary

Town of Lebanon				Amount	Percent	Notes
Board of Finance	Adopted Budget	Amendments	Reported Period	Remaining	Remaining	
Monthly Expenditure Report	07/01/2012-	07/01/2012-	07/01/2012-	07/01/2012-	07/01/2012-	
As of 09/30/2012	06/30/2013	06/30/2013	9/30/2012	9/30/2012	9/30/2012	
Account Number / Description						
400 LEGAL COUNSEL	$30,000	$0	$3,635	$26,365	88%	
401 SELECTMEN	$118,410	$0	$37,406	$81,004	68%	
402 ELECTIONS	$37,865	$0	$8,554	$29,311	77%	
403 PROBATE COURT	$2,479	$0	$0	$2,479	100%	
405 BOARD OF FINANCE	$2,000	$0	$150	$1,850	93%	
406 FINANCE OFFICE	$116,631	$0	$27,070	$89,561	77%	
407 TAX COLLECTOR	$65,160	$0	$18,411	$46,749	72%	
408 BD ASSESSMENT	$1,000	$0	$164	$836	84%	
409 TOWN CLERK	$87,968	$0	$21,610	$66,358	75%	
410 ASSESSOR	$61,303	$0	$13,924	$47,379	77%	
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	$41,626	$33,080	44%	
417 TOWN HALL	$55,475	$0	$4,107	$51,368	93%	
418 INSURANCE	$158,812	$0	$73,258	$85,554	54%	

4

Town of Lebanon				Amount	Percent	Notes
Board of Finance	Adopted Budget	Amendments	Reported Period	Remaining	Remaining	
Monthly Expenditure Report	07/01/2012-	07/01/2012-	07/01/2012-	07/01/2012-	07/01/2012-	
As of 09/30/2012	06/30/2013	06/30/2013	9/30/2012	9/30/2012	9/30/2012	
420 POLICE SERVICES	$180,000	$0	$13,143	$166,857	93%	
422 VOLUNTEER FIRE DEPT	$95,000	$0	$95,000	$0	0%	
423 FIRE MARSHALL	$16,443	$0	$3,930	$12,513	76%	
424 BURNING OFFICIALS	$2,500	$0	$0	$2,500	4%	
425 BUILDING DEPT	$21,197	$0	$5,391	$15,806	75%	
426 FIRE SAFETY COMPLEX	$34,660	$0	$2,530	$32,130	93%	
429 TREE WARDEN	$175	$0	$0	$175	100%	
430 DEPT PUBLIC WORKS	$639,595	$0	$127,339	$512,256	80%	BOF: over-expend up to $15K for Clark Road
431 BLDGS & GROUNDS	$98,332	$0	$17,809	$80,523	82%	
433 SNOW REMOVAL	$150,000	$0	$0	$150,000	100%	
434 STREETS LIGHTS	$1,600	$0	$334	$1,266	79%	
436 SOLID WASTE	$190,000	$0	$27,621	$162,379	85%	
437 WATER POLLUTION CONTROL	$79,727	$0	$1,523	$78,204	98%	
439 CEMETERY COMMISSION	$12,374	$0	$2,483	$9,891	80%	
441 HEALTH DEPARTMENT	$15,515	$0	$1,816	$13,699	88%	
443 PUBLIC HEALTH NURSE	$1,000	$0	$1,000	$0	0%	

Town of Lebanon				Amount	Percent	Notes
Board of Finance	Adopted Budget	Amendments	Reported Period	Remaining	Remaining	
Monthly Expenditure Report	07/01/2012-	07/01/2012-	07/01/2012-	07/01/2012-	07/01/2012-	
As of 09/30/2012	06/30/2013	06/30/2013	9/30/2012	9/30/2012	9/30/2012	
445 HUMAN SERVICES	$17,810	$0	$3,769	$14,041	79%	
446 WCMH PARAMEDIC PROGRAM	$35,470	$0	$3,706	$31,764	90%	
448 UNITED SERVICES	$5,115	$0	$5,115	$0	0%	
449 SWITCHBOARD	$48,857	$0	$45,734	$3,123	6%	
455 SPECIAL EVENTS	$1,000	$0	$0	$1,000	100%	
458 SENIOR CENTER	$53,950	$0	$13,488	$40,462	75%	
461 PLANNING & ZONING	$134,105	$0	$26,849	$107,256	80%	
464 ZBA	$4,060	$0	$645	$3,415	84%	
465 ECONOMIC DEVELOPMENT	$2,000	$0	$860	$1,140	57%	
467 INLAND WETLANDS	$2,000	$0	$551	$1,449	72%	
469 CONSERVATION COMMISSION	$250	$0	$0	$250	100%	
480 FRINGE BENEFITS	$464,730	$0	$135,520	$329,210	71%	
SUBTOTAL	$3,135,274	$0	$786,071	$2,349,203		
490 TRANSFERS	$19,695,501	$0	$3,080,592	$16,614,909	84%	
GRAND TOTAL	$22,830,775	$0	$3,866,663	$18,964,112	83%	

TOWN OF LEBANON
YEAR TO DATE REVENUES FOR FY 2013
AS OF 09/30/2012
TRIAL BALANCE

Account Number / Description		FY 2013 Approved Budget 07/01/2012-06/30/2013	FY 2013 Budget Actuals 07/01/2012-09/30/2012	FY 2013 Difference Budget vs Actuals 07/01/2012-09/30/2012	FY 2013 Percent Not Collected
100 GENERAL FUND					
100-00-000-4300-0000-0000	EDUCATION COST SHARING	$5,523,871	$0	($5,523,871)	100.0%
100-00-000-4301-0000-0000	ARRA ECS REVENUE	$0	$0	$0	0.0%
Subtotal		$5,523,871	$0	($5,523,871)	100.0%
100-00-000-4304-0000-0000	TRANSPORTATION	$96,805	$0	($96,805)	100.0%
100-00-000-4306-0000-0000	VOCATIONAL AGRICULTURAL	$126,960	$0	($126,960)	100.0%
100-00-000-4308-0000-0000	CONSTRUCTION PRINCIPAL	$0	$0	$0	0.0%
100-00-000-4310-0000-0000	CONSTRUCTION INTEREST	$0	$0	$0	0.0%
100-00-000-4320-0000-0000	BOATS	$0	$0	$0	0.0%
100-00-000-4322-0000-0000	IN LIEU OF TAXES	$31,981	$0	($31,981)	100.0%
100-00-000-4324-0000-0000	CIRCUIT BREAKER	$28,000	$0	($28,000)	100.0%
100-00-000-4328-0000-0000	ADD VETS EXEMPT	$3,100	$0	($3,100)	100.0%
100-00-000-4329-0000-0000	MUNICIPAL REVENUE SHARING	$12,017	$6,065	($5,952)	49.5%
100-00-000-4330-0000-0000	DISABLED	$700	$0	($700)	100.0%
100-00-000-4340-0000-0000	TOWN AID ROADS	$110,000	$54,991	($55,009)	50.0%
100-00-000-4342-0000-0000	MASH-PEQUOT	$32,970	$0	($32,970)	100.0%
100-00-000-4350-0000-0000	MISC - STATE OF CONN.	$4,000	$10	($3,990)	99.8%
100-00-000-4360-0000-0000	UTILITIES DIRECT	$30,000	$10,305	($19,695)	65.7%
100-00-000-4361-0000-0000	INTEREST TAXES	$110,000	$21,119	($88,881)	80.8%
100-00-000-4362-0000-0000	LIEN FEES	$3,000	$960	($2,040)	68.0%
100-00-000-4363-0000-0000	SUSPENSE BOOK	$4,000	$820	($3,180)	79.5%
100-00-000-4365-0000-0000	MISC SELECTMAN	$3,500	$300	($3,200)	91.4%
100-00-000-4366-0000-0000	TOWN CLERK FEES	$6,000	$1,227	($4,773)	79.6%
100-00-000-4367-0000-0000	CONVEYANCE FEES	$70,000	$15,092	($54,909)	78.4%
100-00-000-4368-0000-0000	COPIES	$8,000	$1,631	($6,369)	79.6%

TOWN OF LEBANON
YEAR TO DATE REVENUES FOR FY 2013
AS OF 09/30/2012
TRIAL BALANCE

Account Number / Description		FY 2013 Approved Budget 07/01/2012-06/30/2013	FY 2013 Budget Actuals 07/01/2012-09/30/2012	FY 2013 Difference Budget vs Actuals 07/01/2012-09/30/2012	FY 2013 Percent Not Collected
100-00-000-4369-0000-0000	BOOKS AND ORDINANCES	$100	$0	($100)	100.0%
100-00-000-4370-0000-0000	FILING MAPS	$300	$10	($290)	96.7%
100-00-000-4371-0000-0000	ASSESSORS	$800	$145	($655)	81.9%
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	$395	($605)	60.5%
100-00-000-4375-0000-0000	BUILDING FEES	$50,000	$6,620	($43,380)	86.8%
100-00-000-4376-0000-0000	FIRE SAFETY	$1,000	$400	($600)	60.0%
100-00-000-4377-0000-0000	SOLID WASTE FACILITY	$110,000	$18,977	($91,023)	82.7%
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	$710	($1,290)	64.5%
100-00-000-4381-0000-0000	ZBA FEES	$1,000	$0	($1,000)	100.0%
100-00-000-4382-0000-0000	IWC FEES	$1,000	$184	($816)	81.6%
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	$0	($728,684)	100.0%
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	$164,744	($6,961,544)	97.7%

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			$ 2,725,152.04	
		Balance July 1, 2012		$ 150,000.00		
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 topices 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 $800.00 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			$ (4,000.00)	
		for the Tobacco Street Culvert Replacement Project, funds to come from				
		Fund Balance.				
		Authorized funding for increased construction costs of up to $24,000.00			$ (24,000.00)	
		for the Taylor Bridge Board Bridge Project, funds to come from Fund				
		Balance.				
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.				

14

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
	10/01/12	Authorized the release of $50,000.00 from Capital Reserve Account				
		#220-900-5469 (Open Space Fund) for the purpose of preserving the				
		162 acre property located at 185 Randall Road.				
	10/01/12	Authorized accepting and expending a USDA Resource Conservation				
		Service grant in the amount of $135,500.00 for preserving the 162 acre				
		property at 185 Randall Road.				
	10/01/12	Authorized the Town to enter into a lease purchase agreement in a				
		principal amount not to exceed $181,000 to finance costs for two trucks				
		and a front end loader for Public Works.				
		Balance		$ 150,000.00	$ 2,697,152.04	

Town of Lebanon

TIP Report as of 09/30/2012

Trial Balance

Account Number		Class	Description		Net Change	Ending Balance	
						Expenses	
208-00-510-5100-0000-0000		Expense			159.00	159.00	
Posting Date		Document #		Debit Amount	Credit Amount		
07/31/2012	HOME DEPOT		Tax Office renovation	159.00	0.00		
				$159.00	$0.00		
208-00-620-6200-0000-0000		Expense			3,688.95	3,688.95	
Posting Date		Document #		Debit Amount	Credit Amount		
08/09/2012	ERGONOMIC GROUP		Monitors Finance Office	474.00	0.00		
08/09/2012	ERGONOMIC GROUP		Computer Library	1,326.00	0.00		
08/09/2012	ERGONOMIC GROUP		Computer Selectman's Office	663.00	0.00		
08/28/2012	STAPLES		Printer Selectman's Office	379.73	0.00		
09/06/2012	STAPLES		Monitor Bldg Dept	166.25	0.00		
09/20/2012	STAPLES		Printer Bldg Dept	179.98	0.00		
09/27/2012	STAPLES		Bldg Dept Computer	499.99	0.00		
09/27/2012	STAPLES		Bldg Dept Computer	499.99	0.00		
09/27/2012	STAPLES		Bldg Dept Computer	(499.99)	0.00		
				$3,688.95	$0.00		
				FY 13 Total Expenses		$3,847.95	
				Fund Balance	09/30/2012		$ 105,162.59

16

Beth

Pite Consulting

INVOICE

Client:

Liz Charron, Chairman
Lebanon Board of Finance
C/O Reservoir Financial
205 Storrs Road
Mansfield Center, CT 06250

Billing Date: October 9, 2012
Client P.O. Number: N.A.
Project/Invoice Number: 1214-1

Description	Date	Amount
Consult to the Town of Lebanon's Boards of Finance and of Education to conduct a preparatory session with their chairmen, develop a strategy, facilitate a joint session with both boards to help improve working relationships and prepare a written report, per agreement of Sept. 19, 2012	Sept. 19-Oct. 9	$1000.00
CT sales tax (6.35%)		N.A.

balance now due.....$1000.00

Thank you for your business. Payment is due upon receipt of invoice. A minimum charge of $25 or 2% of total due is added monthly to any balance not paid within 30 days of billing date. Your cooperation is appreciated.

Please write checks to Beth Pite Consulting. Questions? 860.983.5265 or beth@bethpite.com
Please mail checks to Beth Pite, 221Trumbull St., Apt.1004, Hartford, CT 06103.

FY 2012-2013 Budget Estimate

Resident State Trooper: Dave Southworth

Base Salary			$	72,500
Estimated Meals	$	3,800		
Longevity	$	450		
Fringe Benefits	$	49,000		
Prior Year Telephone	$	700		
Prior Year Mileage	$	3,800		
Stipend per contract	$	1,200		
Motor vehicle depreciation	$	6,254		
Supplies	$	325		
Clothing	$	400		
Subtotal Overhead			$	65,929
Total Salary & Overhead			$	138,429
70% of Salary & Overhead			$	96,900
Overtime $3.5 per quarter			$	14,000
Total Costs for Lebanon			$	110,900

Department 420
Police Services

		Hours	Salary	Police Officers
FY 2013	Requested	2,612	$ 67,926.00	J. Dolan, B. Padewski, M. Rubera
FY 2012		2,201	$ 57,251.00	J. Dolan, B. Padewski, M. Rubera
FY 2011		2,536	$ 64,055.00	J. Dolan, B. Padewski, M. Rubera
FY 2010		3,315	$ 81,267.00	J. Dolan, B. Padewski, M. Rubera, B. Spedaliere

Beth

Pite

Consulting *Hartford and Groton, CT - 860-983-5265*

Lebanon Board of Education and Lebanon Board of Finance
Summary of Joint Session Held on Monday, September 24, 2012

The Board of Education and Board of Finance decided to hold a joint working session to improve communications and relationships between the boards. They hired a consultant to facilitate the session, thus maintaining objectivity and enabling the two chairmen to participate fully. The session was held for two hours on the evening of September 24. It was open to the public, but comment was not allowed and only board members could participate.

The consultant, Beth Pite, guided the group through the ground rules, which included being respectful of each other and limiting frequent speakers' air time so all board members would be heard. The process started with goal setting for the session, moved through identifying issues and brainstorming solutions, then wrapped up with a discussion of next steps.

Goals

All board members were asked to briefly state their goals in terms of what they hoped to accomplish that evening. Those goals fell into four broad categories: greater confidence/better communication about the numbers in the budget; better clarity around their respective roles; more respect and empathy for each other; a strategic plan for how to work together in the future.

Obstacles

We then identified obstacles and issues for each of the four goal categories, captured below.

Confidence in the budget

- Understanding where dollars come from/size of the bucket
- State funding is down, state mandates are up
- Residents' willingness vs. ability to pay are different
- Clarification on budget numbers is difficult to obtain
- Union contracts plus mandates decrease flexibility

Better role clarity

- Understanding who creates revenue
- Understanding the rules for hearings vs. special meetings
- Being singled out/put on the spot in other board's meetings
- Not knowing who can provide information or clarification
- Peoples' tendency to compare to other local towns

Respect and communication

- Residents' willingness vs. ability to pay is an emotional topic
- B of E members attend B of F meetings but can't speak
- B of F members don't attend B of E meetings
- Requested information is often denied
- Frustration is shown publicly toward B of F
- Hostility is shown rather than a willingness to compromise

Strategy/plan for working together

- Unclear that the budget math can work, long term
- Enrollment in schools is down
- Many town residents have no kids or are elderly on fixed incomes

Possible Solutions

We brainstormed possible solutions to the obstacles or issues identified. Following the rules of brainstorming, we tried to involve all members, entertain all suggestions and maintain a "no such thing as a bad idea" approach. Again, possible solutions are listed by goal category.

Confidence in the budget

- More discussion about and time spent with the budget numbers
- First budget presentation should not be public
- Maybe have a joint working session before the budget is published
- Hold a joint post-mortem ("after action") on the budget process soon after it passes
- Both boards meet together to discuss the budget
- Rotating members of B of F to attend B of E meetings

Better role clarity

- Each board chairman could be an ex-officio member of the other board
- A member from B of F could attend all B of E meetings
- Develop a process to talk before public meetings are held
- Review the timing to get an earlier look at the budget

Respect and empathy

- Both boards hold special meetings before the public sees the budget
- Create a mechanism to share meeting minutes between the boards
- Meet together more often, perhaps in quarterly joint sessions
- Find ways to disagree respectfully
- Follow proper channels (call chairmen about issues rather than discussing with others)
- Communicate more about the budget process itself
- Follow a "count to ten" rule to decrease angry outbursts and increase professionalism
- Do not single out individual board members for comment or criticism at meetings
- Explore the possibility of educational tax breaks

Strategy/plan for working together

- Create a study group about the high school
- Implement a "count to ten" rule
- Embark on a strategic planning process
- Explore the possibility of agricultural magnet schools

Next Steps

Finally, we reviewed the brainstorming results to reach general agreement on some next steps. These are divided into short term and longer term actions.

Short term steps

- Share meeting minutes between the two boards
- Conduct a joint working session before the budget hearing
- Show state mandates separately from other budget elements
- Create a study group to begin a strategic planning process for our schools
- Review budget communications sent by B of F for possible revision of tone and for any needed clarification
- Have a B of F member attend B of E finance subcommittee meetings to raise questions

Long term steps

- Have each board develop a projected two year plan, then compare budgets/plans
- Have each board identify and project five years worth of capital improvement needs
- Conduct a strategic planning process that includes a SWOT analysis (internal strengths and weaknesses, external opportunities and threats) and addresses the question of regionalization or consolidation

TOWN OF LEBANON
ANIMAL CONTROL
FUND 205
REVENUE AND EXPENDITURES BY FISCAL YEAR

Account Number / Description	FY 2009 07/01/2008-06/30/2009	FY 2010 07/01/2009-06/30/2010	FY 2011 07/01/2010-06/30/2011	FY 2012 07/01/2011-06/30/2012	FY 2013 07/01/2012-09/30/2012
205-00-000-4302-0000-0000 DONATIONS	$0	$500	$66	$0	$0
205-00-000-4303-0000-0000 ACO FEES	$634	$88	$9,573	($11,041)	$4,917
205-00-000-4304-0000-0000 LICENSE FEES - DOG FUND	$2,929	$3,044	$2,975	$2,669	$652
205-00-000-4399-0000-0000 OPERATING TRANSFERS GF	$17,000	$17,000	$17,000	$17,000	$13,834
	$0	$0	$0	$0	$0
TOTAL REVENUE	$20,563	$20,632	$29,614	$8,627	$19,403
205-00-005-5110-0000-0000 SALARIES	$17,661	$8,000	$212	$0	$0
205-00-005-5210-0000-0000 SUPPLIES	$346	$142	$11	$10	$0
205-00-005-5211-0000-0000 FOOD	$18	$277	$0	$0	$0
205-00-005-5310-0000-0000 VET	$155	$1,229	$0	$0	$160
205-00-005-5400-0000-0000 EXPENDITURES	$6	$6	$22,086	$139	$24,604
205-00-005-5410-0000-0000 ELECTRIC	$1,994	$531	$2,360	$2,192	$227
205-00-005-5420-0000-0000 PHONE	$0	$0	$0	$388	$129
205-00-005-5421-0000-0000 BEEPER	$22	$222	$224	($93)	$0
205-00-005-5440-0000-0000 LP GAS	$981	$1,274	$1,665	$1,020	$0
205-00-005-5510-0000-0000 MILEAGE	$1,033	$1,129	$0	$0	$0
205-00-005-5520-0000-0000 GAS	$0	$0	$0	$93	$0
205-00-005-5610-0000-0000 ADVERTISING	$89	$126	$200	$337	$0
205-00-005-5751-0000-0000 SOCIAL SECURITY	$1,351	$608	$73	$18	$0
205-00-005-5820-0000-0000 MAINT POUND	$215	$297	$0	$0	$0
	$0	$0	$0	$0	$0
TOTAL EXPENDITURES	$23,870	$13,838	$26,831	$4,104	$25,120

23