

**Lebanon Board of Finance
Minutes of March 10, 2011
Regular Meeting**

Members Present: Liz Charron, Chairman, Glen Coutu, David Geligoff, Greg LaFontaine, Betsy Petrie, Chuck Haralson (alt), Philip Johnson (alt), and Susan Zickmann (alt).

Item A. Call to Order

The meeting was called to order at 7:35 p.m. by L. Charron, Chairman. C. Haralson was appointed to vote in the absence of L. Wesolowski.

Item B. Review and consider accepting minutes of the February 10, 2011 Special BOF Meeting.

G. Coutu moved to approve the minutes of the February 10, 2011 Special BOF meeting. D. Geligoff seconded. Motion passed unanimously.

Review and consider accepting minutes of the February 10, 2011 Regular BOF meeting.

G. Coutu moved to approve the minutes of the February 10, 2011 Regular BOF meeting. D. Geligoff seconded. Motion passed unanimously.

B. Petrie moved to discuss new business. G. Coutu seconded. Motion passed unanimously.

Item F. New Business

1. Consider and act on request for an over expenditure in the Tax Collector's account in the current fiscal year for tax sale legal fees.

The request was reviewed by the BOF. It was confirmed that all legal fees are directly related to tax sales. C. Haralson moved to authorize an over expenditure in the Tax Collector's account in the current fiscal year for tax sale legal fees. G. LaFontaine seconded. Motion passed unanimously.

2. Consider and act on updates from the BOE.

a. Building project state reimbursement update

It was reported that an archive search must to be done so documents can be pulled and copies made. Stephen Hopkins and Paul from the town hall are performing this work. EastConn can then advise us on next steps so we can complete the appropriate State documents.

b. Business Office Update

The business office is operating as best they can while evaluating to find inefficiencies. This an extremely heavy workload with two people out on medical leave, so a decision has been made to hire a temporary person until the end of the school year at a cost to be negotiated. L. Charron recommended that the Business Office be audited at this time. G. LaFontaine moved to authorize the BOF to spend up to \$1,500 for an interim review and proposal for a special audit of the BOE Business Office and the Town Finance Office, to be quoted

separately. G. Coutu seconded. After further discussion on including the town Finance Office in this review, G. LaFontaine amended his motion to spend up to \$2,500 for an interim review and proposal for a special audit of the BOE Business Office and the Town Finance Office, to be quoted separately. G. Coutu seconded. Motion passed unanimously.

c. Technology Audit

An audit was conducted and the results were discussed. A price of \$11,400 was the lowest bid for a new server that will support three operating systems. This price includes the VM license, but not site licensing

d. Snow Removal

It was reported that a second letter was sent to the snow removal company requesting a detailed, itemized accounting of hours billed and associated expenses. The response from the first letter did not have complete information.

e. Unbudgeted expenses in current fiscal year

Three capital projects for the schools were discussed including the middle school well project, the water purification system, and the hot water heater. B. Petrie moved to authorize the BOE to exceed allocations from the capital fund for the middle school well in the amount of \$10,600 and the water purification system in the amount of \$2,100 with the intent to utilize the excess of \$11,000 left over from the hot water heater allocation for partial funding. C. Haralson seconded. Motion passed unanimously.

2. Enter into executive session with BOE representatives to discuss legal issues and contract negotiations.

B. Petrie moved to enter into Executive Session at 8:30 p.m with the following BOE members: Lori Jahoda, Brenda Bennett, Sandy Tremblay, Jim Mello, Janet Tyler and Melissa Hofmann. C. Haralson seconded. Motion passed unanimously.

G. LaFontaine moved to return to public session at 8:41 p.m. D. Geligoff seconded. Motion passed unanimously.

Item C. Correspondence

It was noted that correspondence was received from the Town Clerk and an email from the Library Director answering questions presented at the public hearing on the budget.

Item D. Monthly Expenditures/Revenues/Payment of Bills

The BOF reviewed the YTD Revenue Summary and Monthly Expenditure Report. Town revenue is on schedule. The town will get the same rate of tax collection this year as in 2010. Expenses look good. G. LaFontaine requested that a column be added to the report showing excess/shortage projections.

Item E. Ongoing Business

1. Update from WPCA on sewer project funding.

This item will be discussed when the WPCA representative joins the meeting.

2. Discuss any issues with the 2011-12 budget process.

There were no new issues to discuss.

Item F. New Business

3. Discuss budget estimates for:

- a. **418 Insurance**
- b. **401 Social Security**
- c. **480 Medical Insurance**
- d. **480 Pension Plan**
- e. **480 Unemployment Compensation**
- f. **490 Debt Principal and Interest**
- g. **490 Contingency**

All items were reviewed and discussed.

B. Petrie moved to add the following topic to the agenda: to consider and act upon creating a special investment subcommittee. G. LaFontaine seconded. Motion passed unanimously. G. LaFontaine moved to expand the Banking Committee to include the investment subcommittee, and to be called the Banking & Investment Committee going forward. C. Haralson seconded. Motion passed unanimously. The members of this committee will be Lori Weslowski (chairman), Chuck Haralson, Phil Johnson and Susan Zickmann.

Item E. Ongoing Business

1. Update from WPCA on sewer project and funding

Jason Hofmann reported that the preliminary design will be complete in 2 weeks, the final design will be complete in a month, and construction will begin in the fall. He projects that all users will be hooked up and connected by January 2013. There can be no collection of user fees until all users are up and running. All expenditures are being tracked as necessary to facilitate reimbursement from the USDA.

D. Geligoff moved to adjourn the meeting. Motion seconded by C. Haralson. Motion passed unanimously. Meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Lisa K. Sedlmeier, Recording Secretary