

Lebanon Board of Finance
Minutes of December 16 , 2014
Regular Meeting

Members present: Liz Charron, Chairman, Betsy Petrie, David Scata, Meghan Bruce, Philip Johnson

Alternates present: Diane Malozzi, Kevin Cwikla

Absent: Ed Tytor, Alternate

Also present

Selectmen: Joyce Okonuk

Veronica Calvert, Finance Director

Item A. Call to Order

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

Item B. Minutes

Motion to accept the November 18, 2014 Special Meeting minutes made by Phil Johnson. Seconded by Betsy Petrie. Motion passed unanimously.

Motion to accept the November 18, 2014 Regular Meeting minutes made by Phil Johnson. Seconded by Meghan Bruce. Following changes made: 1st page. Item E. Remove "To minimize the use of Contingency Funds funds may have to be used from the Capital Budget" change to – Funds available in Capital Budget, using line item Aspinal Home Site. Motion passed unanimously with changes noted.

Motion to accept the November 24, 2014 Special Meeting minutes made by Meghan Bruce. Seconded by Phil Johnson. Following changes made: change where referenced the Board of Education Finance Director to Board of Education Business Manager. Item B change sentence "Tax Collector regarding sewer hook changes & delinquencies" to "The tax collector was not working with the latest updated version of a report regarding sewer hookup charges and delinquencies (this issue has been resolved)." Motion passed with Betsy Petrie, Phil Johnson and David Scata abstaining.

Item C. Correspondence

First invoice from auditor has been received.

Item D. Public Comments

None.

Item E. Town Monthly Reports for Fiscal Year 2014-2015 Expenditures, Revenue, TIP/SIP, Contingency Balance, and Fund Balance

Veronica Calvert and Joyce Okonuk discussed a \$4,500.00 additional premium from CRMA. There is a question of how they arrived at their numbers (CRMA). The account representative and auditor with CRMA have changed. CRMA has changed categorization of positions which has impacted the additional

premium. Both mentioned that they will know more next week and will be reviewing every line item as part of their push-back on additional charges. The crime policy premium has increased \$2,000.00 This is per person vs. per occurrence. Need to check with school district also.

Discussion of demolition of houses that involve hazardous material. Joyce Okonuk reported that Weise Construction of Norwich will do both houses for \$30,000.00. They have already started permit process. The Town will do closing of site to keep costs down. Discussion of reversing approval out of Contingency Fund as the funds for one property was included in the capital budget; the costs for both houses will come from this line item. Will leave in for now, will have to do before end of the fiscal year.

Phil Johnson questioned the bill for probate court. This bill came at the end of last year.

Revenue – Voag has received more than what was budgeted for as of 11/30/14. Veronica Calvert noted that \$16,500.00 should go to ASTE grant. A letter has been sent to the Board of Education and the State. Veronica Calvert will check to see if this carries over from previous year. Question on acct. # 4365, Veronica will also check on this. Joyce Okonuk reported that a solar farm developer is going to develop the property at Rt. 32 and Williams Crossing. This will be a 12 – 14 million dollar project. They are not tax exempt. The developer has a contract with CL&P. They have a 15 year lease and the life of the units is 45 years.

Greg Lafontaine asked is there a report to see where we were last year at this point. Kevin Cwilka suggested a line graph. Veronica Calvert will bring last year's report to next meeting. David Scata noted that would be extra work on the Finance Director

Item F. New Business

1. Update – BOS update on recent repairs to FSC furnace

Joyce Okonuk reported all repairs have been done. Furnace is working. Total bill that was negotiated is \$8,477.81. There were repairs also done on the underground tank.

Motion made by Betsy Petrie to authorize Finance Director to made an account adjustment for the expense of emergency repairs to the furnace and underground tank at the FSC to come from TIP. Seconded by Phil Johnson. Motion passed unanimously.

2. Update – meeting with BOE to discuss financials and audit process

Liz Charron reported that there is going to be a meeting with the Board of Education to understand the problems with the budget process and what needs to get done this year. The adjustments recommended by the auditor will also be discussed. BOE representatives will be Al Vertefeuille, Stephen Nelson, Jason Nowosad and Business Manager Don Neel. Liz Charron suggested another member from the BOF also attend this meeting. The electrical expense will be less than budgeted for as a new supplier has been contracted with. These funds will be used for Superintendent Search.

3. Update – discussion with WPCA

Joyce Okonuk reported she had gone to their meeting. They have sent notices with a deadline in January for hookups. There are 250 properties connected. The next step is for a legal opinion as to what to do for those who do not comply with notice. Joyce Okonuk will help them with their budget. Liz Charron suggested a report on their financials. Joyce Okonuk suggested Bill Engles

could report on user fees and special assessment fees. Joyce Okonuk reported that the USDA grant has been spent. A payment on the USDA loan has been paid. BOF would like a report on what has been received/collected . They are working on a strategic plan on what they are doing for 5 years. Joyce Okonuk suggested Bill Engels come to next BOF meeting.

4. *Consider and act on FY 2015 – 16 budgets for:*

- a) Board of Finance
Discussion of increase in advertising for budget hearing and cost of budget books.
Motion made by Phil Johnson to move \$100.00 to advertising. Seconded by David Scata.
Motion passed unanimously.
- b) Auditor
Motion made by Phil Johnson to accept budget as presented. Seconded by Meghan Bruce. Motion passed unanimously.
- c) Annual Report
Motion made by Phil Johnson to accept budget as presented. Seconded by Meghan Bruce. Motion passed unanimously.

Phil Johnson made a motion to add to agenda to discuss and act upon invoice from auditor. Seconded by Meghan Bruce.

Motion made by Meghan Bruce to approve invoice from auditor for \$5,500.00. Betsy Petrie seconded motion. Motion passed unanimously.

5. *Discuss process for the Fiscal Year 2015- 2016 budget*

- a) A deadline of January 12, 2015 has been established for budgets to be in. Betsy Petrie discussed using an electronic format and technology for this year. This will not happen this year. There is a fee for 10 users for 5 months. Betsy Petrie will work on using Google
- b) Discuss and act upon the calendar
Changes to the calendar were discussed. An e-mail from Veronica Calvert will be sent to all departments, boards and commissions to mark their calendar for the dates. Time blocks will be discussed. Times will also include Capital Budget discussions. Betsy Petrie made a motion to approve the calendar with changes discussed. Seconded by Phil Johnson. Motion passed unanimously.

G. Election of BOF Officers

Liz Charron opened nominations for Chairman. Betsy Petrie nominated David Scata. Nominations were closed. Unanimous vote for David Scata. Liz Charron thanked BOF for their support.

David Scata opened nominations for Vice Chairman. Betsy Petrie nominated Liz Charron for Vice Chairman. Nominations were closed. Unanimous vote for Liz Charron.

David Scata opened nominations for Secretary. Betsy Petrie nominated Meghan Bruce for Secretary. Nominations were closed. Unanimous vote for Meghan Bruce.

H. Other

None.

I. Adjourn

Meghan Bruce made a motion to adjourn the meeting. Motion was seconded by Phil Johnson . Meeting adjourned at 8:44 p.m.

Respectfully Submitted,

Kathleen E. Chapman

Board of Finance Clerk