Date: September 14, 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, September 18, 2012 at 7:00 in the Town Hall.

Agenda

A. Call to order.

B. Minutes of previous meetings: September 4, 2012 Special Meeting

C. Correspondence

D. Monthly Expenditures/Revenues/Transfers/TIP

E. Subcommittee updates –
   1. Capital
   2. BOF Policies & 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.
   2. Consider and act upon accepting and expending a USDA Resource Conservation Service Grant in the amount of $135,500 and releasing $50,000 from Capital Reserve Account #220-900-5469 (Open Space Fund) for the purpose of preserving a 162-acre property located at 185 Randall Road, owned by the Anderson family.
   3. Proposed changes to Planning and Zoning, Zoning Board of Appeals and Building Department fees.
   4. Information for the Board of Finance - WPCA Amston Lake sewer project new Bond Anticipation Note (BAN) agreement for the period October 3, 2012 to January 17, 2013 in the amount of $6,433,000.
   5. Information for the Board of Finance – Moody's rating
   6. Consider and act on the First Selectman's request for an additional $4,800.00 for the FY 2013 Animal Control budget, Fund 205.
   7. Consider and act on authorizing a lease purchase or loan agreement for Public Works equipment and vehicles (one pay-loader and two trucks).
   8. Consider and act on the Board of Selectmen's definition of the types of expenditures for emergency vs. non-emergency activities.
   9. Consider and act on the deposit of the CIRMA insurance check received for the backhoe that caught first at the Transfer Station on 08/10/2012.
   10. Information for the Board of Finance – Discussion about the Bank of America analysis statement as it relates to earnings vs. service charges.
   11. Information for the Board of Finance – Provide update on the town policies and procedures manual.

G. Adjourn.

Lebanon Board of Finance

Minutes of September 4, 2012

Special Meeting

Members present: Liz Charron, Chairman, Glen Coutu, David Scata, Don Anderson, Gregg Lafontaine, Betsy Petrie

Alternates present: Edward Tytor, Diane Malozzi, Chuck Haralson

First Selectmen: Joyce Okonuk

Supt of Schools: Janet Tyler

Board of Education: Melissa Hofmann and Darcy Battye

Town of Lebanon Finance Office-Veronica Calvert

Jonathan Trumbull Library: Linda Slate

Item A. Call to Order

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

Item B. Review and Consider Accepting Minutes of previous Meeting

Gregg Lafontaine made a motion to accept the minutes of August 7, 2012 with corrections. Seconded by Glen Coutu. Identified several corrections-Glen Lafontaine should be Gregg Lafontaine, and Don Anderson was absent at meeting. Corrections so noted. Motion passed with corrections, and the following abstaining, Don Anderson, Glen Coutu, Dave Scata.

Item C. Correspondence

None

Item D New Business

1. Consider and act on the Board of Selectman to request to accept a CT State Library Grant in the amount of $3,000.00 from LSTA, funds to be distributed in 2 equal payments of $1,500.00 for FY 2012-2013 and FY 2013-2014.
   Linda Slate distributed the project budget for the Library Services Technology Grant to aid early literacy. This grant will help the library create and present programs to parents to help their children read.
   Motion made by David Scata and seconded by Don Anderson to accept Every Child Ready to Read grant for FY 2012/2013 and FY 2013/2014 distributed over 2 fiscal years of $1,500.00 each year. Motion passes unanimously.

2 **Consider and act on a proposed protocol, including authorization limits, for utilizing emergency management funds.**
Joyce Okonuk distributed dollar threshold suggested guidelines for the use of account #228 emergency management funds.

Emergency expenditures up to $5,000	First Selectman approval only
Non emergency expenditures up to $5,000	Board of Selectman approval
All expenditures up to $20,000	Board of Selectman approval

All expenditures over $20,000	Board of Finance approval

Discussion was to modify with the following

Emergency expenditures up to $5,000	First Selectman approval only
Non emergency expenditures up to $5,000	Board of Selectman approval
Emergency expenditures up to $20,000	Board of Selectman approval
Non-emergency expenditures over $5,000	Board of Finance approval

In addition the BOF would like to define the types of expenditures with relation to emergencies and non-emergencies that the funds could be used for.

Joyce indicated she would bring it back to BOS to discuss and return with additional information.

3 **Consider and act on process of transfers of funds approved by Board of Finance**

Liz indicated that in a discussion with Stephen Hopkins and Veronica Calvert, there is a problem with the way in which the BOF makes authorizations of transfers up to a dollar amount. The rationale for doing this is that we don't always know the exact amount a project will cost and this gives a ceiling to the amount to be spent. Then as bills are paid, the amount of the bill is transferred to the Capital Fund and the bill is paid out of that fund. The problem arises when the expenditure crosses two fiscal years. The authorization is only made relative to the current fiscal year. The suggestion is to remove the words "up to" and to transfer the total amount to Capital when authorized. This raises a question of what to do with funds remaining after the project is completed.

Discussion took place regarding , if funds remain from project that are not expended can the BOF authorize funds to be used for some other purpose and can they authorize transferring funds back to Contingency.

Referred to capital subcommittee for further review

4 **Consider and act on requesting the Board of Selectman to call a special town meeting for the purposes of authorizing funding for the purchase of public works vehicles.**

Veronica and Joyce distributed a document regarding cost of Lease versus Loan. In addition it was stated that Town meeting would be required to provide authority and resolution for town to enter into agreements. Discussion ensued regarding costs associated with the 2 vehicle/payloader acquisition. Joyce will contact other towns, to see how they are entering in to agreements.

E. **FY 2011-2012 Expenditures/Revenues/TIP**

1 Review reports
Veronica distributed documents for review. There will be approximately $400,000 surplus going into Fund Balance for the 2011 – 12 fiscal year.

2 Consider and act on budget transfers for FY 2011-2012
Liz and Veronica reviewed the year end financials. The Board acknowledged that some over expenditures had been authorized through out the year and that some departments also had an over expenditure to address the single day payroll issue.

Motion made by Gregg Lafontaine, seconded by Glen Coutu to move funds from #490 Contingency to the following accounts:

400	Legal Counsel	$13,215
401	Selectman	$616
402	Elections	$3,597
407	Tax Collector	$23,588
425	Building Dept	$283
434	Street lights	$1,160
441	Health Dept	$686
446	WCMH Paramedic	$2,529
480	Fringe Benefits	$2,847

Over expenditures were attributed to the following

Additional day payroll, legal matters, additional referendum and redistricting, tax sale, excessive credit carry over from year before for lights causing this year to be under budgeted, MD billing issue, under budgeting paramedic program, and under budgeting fringe benefits.

Motion carried with 5 ayes, and one nay (Don Anderson).

Revenues

Discussion on the revenue. It was pointed out that some revenue such as building department would be an anomaly moving forward as we are not likely to see those types of fees moving forward. In addition Town did receive additional revenue on Luxury Tax.

Transfers

The Board reviewed the transfer document as provided by Veronica. The report shows the Fund Balance and transactions for past budget year.

The BOF felt as well that we should indicate on this report the balance that will likely be owed to the State for the 2 school building projects and the renovations to the Fire Department.

Board of Education

The Board provided a document that indicated where they should end the FY.

3 Consider and act on conducting a public hearing or town meeting for sharing financial information on the 2011 2012 fiscal year.

Discussion with the BOF and the Selectman as to when the BOS will be calling a town meeting. Plan is to conduct a public hearing prior to the meeting on the financial review of 2011-2012. Joyce indicated it would not be until October and would let us know.

F. Joint session with the BOE-scheduled for September 24, 2012 from 7:00 to 9:00 pm at Fire Safety Complex

Liz reminded members of the Joint session.

G. Adjourn

Motion made by Glen Coutu, seconded by Don Anderson to adjourn at 8:53pm. Motion passed unanimously.

Respectfully submitted
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 08/31/2012	06/30/2013	06/30/2013	6/30/2013	6/30/2013	6/30/2013	
Account Number / Description						
400 LEGAL COUNSEL	$30,000	$0	$1,924	$28,076	94%	
401 SELECTMEN	$118,410	$0	$29,391	$89,019	75%	
402 ELECTIONS	$37,865	$0	$7,002	$30,863	82%	
403 PROBATE COURT	$2,479	$0	$0	247900%	100%	
405 BOARD OF FINANCE	$2,000	$0	$75	$1,925	96%	
406 FINANCE OFFICE	$116,631	$0	$17,965	$98,666	85%	
407 TAX COLLECTOR	$65,160	$0	$13,972	$51,188	79%	
408 BD ASSESSMENT	$1,000	$0	$14,929	($13,929)	-1393%	
409 TOWN CLERK	$87,968	$0	$0	$87,968	100%	
410 ASSESSOR	$61,303	$0	$9,081	$52,222	85%	
411 AUDITOR	$15,000	$0	$0	$15,000.00	100%	
412 TOWN REPORT	$1,000	$0	$0	$1,000	100%	
415 COMPUTER SERVICE	$74,706	$0	$32,508	$42,198	56%	
417 TOWN HALL	$55,475	$0	$3,734	$51,741	93%	
418 INSURANCE	$158,812	$0	$36,876	$121,936	77%	

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 08/31/2012	06/30/2013	06/30/2013	6/30/2013	6/30/2013	6/30/2013	
420 POLICE SERVICES	$180,000	$0	$10,386	$169,614	94%	
422 VOLUNTEER FIRE DEPT	$95,000	$0	$95,000	$0	0%	
423 FIRE MARSHALL	$16,443	$0	$2,727	$13,716	83%	
424 BURNING OFFICIALS	$2,500	$0	$0	$2,500	4%	
425 BUILDING DEPT	$21,197	$0	$3,738	$17,459	82%	
426 FIRE SAFETY COMPLEX	$34,660	$0	$2,465	$32,195	93%	
429 TREE WARDEN	$175	$0	$0	$175	100%	
430 DEPT PUBLIC WORKS	$639,595	$0	$85,055	$554,540	87%	BOF: over expend up to $15K
431 BLDGS & GROUNDS	$98,332	$0	$11,371	$86,961	88%	
433 SNOW REMOVAL	$150,000	$0	$0	$150,000	100%	
434 STREETS LIGHTS	$1,600	$0	$164	$1,436	90%	
436 SOLID WASTE	$190,000	$0	$18,539	$171,461	90%	
437 WATER POLLUTION CONTROL	$79,727	$0	$988	$78,739	99%	
439 CEMETERY COMMISSION	$12,374	$0	$1,774	$10,600	86%	
441 HEALTH DEPARTMENT	$15,515	$0	$1,355	$14,160	91%	
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 08/31/2012	06/30/2013	06/30/2013	6/30/2013	6/30/2013	6/30/2013	
445 HUMAN SERVICES	$17,810	$0	$2,507	$15,303	86%	
446 WCMH PARAMEDIC PROGRAM	$35,470	$0	$1,375	$34,095	96%	
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	$10,044	$43,906	81%	
461 PLANNING & ZONING	$134,105	$0	$17,862	$116,243	87%	
464 ZBA	$4,060	$0	$633	$3,427	84%	
465 ECONOMIC DEVELOPMENT	$2,000	$0	$860	$1,140	57%	
467 INLAND WETLANDS	$2,000	$0	$311	$1,689	84%	
469 CONSERVATION COMMISSION	$250	$0	$0	$250	100%	
480 FRINGE BENEFITS	$464,730	$0	$43,893	$420,837	91%	
SUBTOTAL	$3,135,274	$0	$530,353	$2,604,921		
490 TRANSFERS	$19,695,501	$0	$1,384,958	$18,310,543	93%	
GRAND TOTAL	$22,830,775	$0	$1,915,311	$20,915,464	92%	

TOWN OF LEBANON				
YEAR TO DATE REVENUES FOR FY 2013				
AS OF 08/31/2012				
TRIAL BALANCE				
Account Number / Description	FY 2013 Approved Budget 07/01/2012-06/30/2013	FY 2013 Budget Actuals 07/01/2012-06/30/2013	FY 2013 Difference Budget vs Actuals 07/01/2012-06/30/2013	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	$14,110	($95,890)	87.2%
100-00-000-4362-0000-0000 LIEN FEES	$3,000	$864	($2,136)	71.2%
100-00-000-4363-0000-0000 SUSPENSE BOOK	$4,000	$631	($3,369)	84.2%
100-00-000-4365-0000-0000 MISC SELECTMAN	$3,500	$310	($3,190)	91.1%
100-00-000-4366-0000-0000 TOWN CLERK FEES	$6,000	$1,007	($4,993)	83.2%
100-00-000-4367-0000-0000 CONVEYANCE FEES	$70,000	$11,823	($58,177)	83.1%
100-00-000-4368-0000-0000 COPIES	$8,000	$1,062	($6,938)	86.7%

10

TOWN OF LEBANON
YEAR TO DATE REVENUES FOR FY 2013
AS OF 08/31/2012
TRIAL BALANCE

Account Number / Description	FY 2013 Approved Budget 07/01/2012-06/30/2013	FY 2013 Budget Actuals 07/01/2012-06/30/2013	FY 2013 Difference Budget vs Actuals 07/01/2012-06/30/2013	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	$0	($300)	100.0%
100-00-000-4371-0000-0000 ASSESSORS	$800	$97	($703)	87.9%
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	$450	($550)	55.0%
100-00-000-4377-0000-0000 SOLID WASTE FACILITY	$110,000	$9,990	($100,010)	90.9%
100-00-000-4378-0000-0000 SEXTON FEES	$7,500	$1,750	($5,750)	76.7%
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	$6,410	$410	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	$140,310	($6,985,978)	98.0%

TRANSFERS FOR
FY 2011-2012

Approved BOF	Approved TM	Action Approved by Board & Town Meetings	Amount Authorized	FY 12 Impacts Contingency	FY 12 Impacts On Fund Balance	Notes
		Fund Balance as of 06-30-2011, Audit Report, page 12			$ 3,121,029.00	
	07/01/11	**Beginning Balance**		**$ 120,000.00**		
6/9/2011	8/8/2011	Authorized the WPCA to borrow up to an additional $350,000 from	$ 350,000.00		$ (350,000.00)	
		fund balance for the Amston Lake Sewer project, funds to be repaid				
		when short term borrowing is complete no later than 12/31/11.				
		WPCA repayment of $350,000 loan to Town			$ 350,000.00	
		WPCA repayment of $400,000 loan to Town			$ 400,000.00	
7/14/2011	8/8/2011	Authorized release of funds from Capital Reserve acct.	$ 46,003.79			
		no. 220-900-6210 to purchase and equip a police cruiser.				
7/14/2011	8/8/2011	Authorized release of funds from Capital Reserve acct.	$ 140,000.00			
		no. 220-900-6306 to purchase a highway plow truck, plow and sander.				
7/14/2011	8/8/2011	Authorized reallocation from Capital Reserve acct. no 220-900-5314	$ 34,566.46			
		($4,117.75): acct. 220-900-6303 ($8,000); acct. 220-900-6316 ($10,000) to				
		acct. 220-900-6302 Highway pickup reserve and release $34,566.46 from				
		acct. 220-900-6302				
07/14/11	8/8/2011	Authorized the release of $8,812.50 from the Open Space Fund acct	$ 8,812.50			
		200-900-5469 as a match to a $52,875.00 grant from USDA to				
		preserve the Skaats property.				
	8/8/2011	Accept and expend a bequest from the estate of Elnor V. Imlay	$ 837.91			
		for provding perpetual care of the Rev. James Fitch Cemetary plot.				
08/27/11	N/A	Authorized the BOS to expend up to $25,000 for storm Irene clean up,	$ 25,000.00	$ -		
		funds to come from acct 492 **contingency**.				
11/10/2011	N/A	Authorized the repair and retest of the LVFD ladder truck in the amount	$ 12,200.00	$ (12,200.00)		
		of $12,200 funds to come from acct 492 **contingency**.				
1/17/2012	N/A	Authorized the Tax Collector to overspend by up to $33,000	$ 33,000.00	$ -		
		in the current fiscal year				

TRANSFERS FOR
FY 2011-2012

Approved BOF	Approved TM	Action Approved by Board & Town Meetings	Amount Authorized	FY 12 Impacts Contingency	FY 12 Impacts On Fund Balance	Notes
2/21/2012	3/5/2012	Authorized the Selectmen to call a TM to release $15,000 from the Open Space Fund acct 200-900-5469 to preserve Beltane Farm.	$ 15,000.00			
02/21/12	N/A	To authorize up to $5,000 for Phase 1 LMS well project (which is rehab of well #2) funds to come from **contintency** acct 492	$ 5,000.00	$ (5,000.00)		
2/28/2012	N/A	To authorize Stephen Hopkins to perform closeout audit for the LMS and LES project in the amount of $4,500.00. (FUNDS TO BE CHARGED TO BUILDING PROJECT)				
03/20/12	N/A	Authorized the expenditure of up to $48,000 for Middle School drainage reconstruction project (well), funds to come from **contingency** acct 492	$ 48,000.00	$ (48,000.00)		
4/17/2012		Authorized the transfer from the **Contingency** account 492 to Burning Official account 424	$ 750.00	$ (750.00)		
05/01/2012	05/07/2012	Synegogue Cemetary Purchase from Kaplan Impacts Fund Balance			$ (135,000.00)	
06/19/2012		Audit Finding 11-04 Scholarship Funds (principal restored) from Contingency account	$ 1,638.00	$ (1,638.00)		
06/19/2012		Prior Period (FY 2011) Town payroll adjustment Impacts Fund Balance			$ (35,491.32)	
06/19/2012		Prior Period (FY 2011) BOE summer salaries payroll adjustment Impacts Fund Balance			$ (1,009,128.92)	
06/30/2012		Prior Period (FY 2011) BOE summer salaries payroll adjustment			$ (25,980.72)	
		(BOE Business Mgr and Auditor add'l adjustment needed). Impacts Fund Balance				

TRANSFERS FOR
FY 2011-2012

Approved BOF	Approved TM	Action Approved by Board & Town Meetings	Amount Authorized	FY 12 Impacts Contingency	FY 12 Impacts On Fund Balance	Notes
09/4/2012		Special BOF Meeting				
		FY 2012 Authorized movement from 490 Contingency funding				
		to cover FY 2012 overexpenditures for the following accounts:				
		Dept 400 Legal Counsel $13,215		$ (13,215.00)		
		Dept 401 Selectman $616		$ (616.00)		
		Dept 402 Elections $3,597		$ (3,597.00)		
		Dept 407 Tax Collector $23,588		$ (23,588.00)		
		Dept 425 Building Dept $283		$ (283.00)		
		Dept 434 Street Ligts $1,160		$ (1,160.00)		
		Dept 441 Health Dept $686		$ (686.00)		
		Dept 446 WCMH Paramedic $2,529		$ (2,529.00)		
		Dept 480 Fringe Benefits $2,847		$ (2,847.00)		
09/4/2012		Special BOF Meeting				
		FY 2012 Based upon year end numbers, the fund balance will increase				
		by $409,724 as follows:				
		$213,776 from the BOE				
		$127,380 from Town surplus			$ 213,776.00	
		$52,412 from FY 2012 Contingency Balance			$ 127,380.00	
		$16,156 from unanticipated revenue check from State for MRS			$ 52,412.00	
					$ 16,156.00	
Balance	**6/30/2012**	Balance		**$ 3,891.00**	**$ 2,725,152.04**	

3

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				
		Balance		$ 150,000.00	$ 2,697,152.04	

Town of Lebanon

TIP Report as of 08/31/2012

Trial Balance

Account Number		Class	Description		Net Change	Ending Balance	
						Expenses	
208-00-510-5100-0000-0000		Expense			847.37	847.37	
Posting Date		**Document #**		**Debit Amount**	**Credit Amount**		
12/22/2011	24-O L WILLARD CO		Paint	329.92	0.00		
12/22/2011	24-O L WILLARD CO		Paint	41.99	0.00		
06/30/2012	HOME DEPOT		Tax Office renovation	316.46	0.00		
07/31/2012	HOME DEPOT		Tax Office renovation	159.00	0.00		
				$847.37	**$0.00**		
208-00-520-5201-0000-0000		Expense			7,919.78	7,919.78	
Posting Date		**Document #**		**Debit Amount**	**Credit Amount**		
11/08/2011	24-O L WILLARD CO		Shutters	547.02	0.00		
12/23/2011	3834-CARDMEMBER SERVICE		Monitor	75.00	0.00		
12/23/2011	3834-CARDMEMBER SERVICE		Monitor (3)	473.78	0.00		
02/14/2012	3834-CARDMEMBER SERVICE		Monitor	265.86	0.00		
02/14/2012	3834-CARDMEMBER SERVICE		Mechanic Laptop	34.16	0.00		
02/14/2012	3834-CARDMEMBER SERVICE		Satellite antenna project	511.39	0.00		
02/21/2012	1248-CADY, BOB		Labor antenna project	287.14	0.00		
03/01/2012	67-STAPLES CREDIT PLAN		Carpet protect Town Clerk	129.98	0.00		
03/27/2012	67-STAPLES CREDIT PLAN		Town Clerk printer	322.22	0.00		
06/07/2012	46-PROFESSIONAL LOCK CO		Tax Office renovation	11.00	0.00		
06/07/2012	46-PROFESSIONAL LOCK CO		Tax Office renovation	449.00	0.00		
06/07/2012	13-NICHOLS ELECTRIC		Tax Office renovation	2,700.00	0.00		
06/07/2012	24-WILLARD CO		Tax Office renovation	65.39	0.00		
06/12/2012	40-QUILL CORPORATION		Tax Office renovation	101.98	0.00		
06/12/2012	40-QUILL CORPORATION		Tax Office renovation	109.99	0.00		
06/30/2012	POSWORLD		Tax Office renovation	798.00			
06/30/2012	24-WILLARD CO		Tax Office renovation	69.30			
06/30/2012	24-WILLARD CO		Tax Office renovation	8.50			
06/30/2012	24-WILLARD CO		Tax Office renovation	45.75			
06/30/2012	24-WILLARD CO		Tax Office renovation	14.32			

Town of Lebanon

TIP Report as of 08/31/2012

Trial Balance

Account Number		Class	Description		Net Change	Ending Balance	
06/30/2012	2978-Ergonomic Group		Tax Office renovation	900.00			
				$7,919.78	**$0.00**		
208-00-610-6100-0000-0000		Expense			6,557.41	6,557.41	
Posting Date		**Document #**		**Debit Amount**	**Credit Amount**		
07/21/2011	3834-CARDMEMBER SERVICE		AC units (3)	372.20	0.00		
08/18/2011	1417-LESSARD AIR CONDITIONIN		Replace AC coil	3,250.00	0.00		
08/25/2011	1938-HOME DEPOT CREDIT SERV		Water heater replace	268.40	0.00		
10/27/2011	67-STAPLES CREDIT PLAN		Copier/toner Selectmen	650.97	0.00		
12/08/2011	4384-QUALITY INSULATION OF E		Foundation project	500.00	0.00		
12/08/2011	4383-MEGSON EXCAVATION		Foundation project	700.00	0.00		
12/22/2011	24-O L WILLARD CO		Foundation project	138.00	0.00		
05/01/2012	SENIOR CENTER 4462		Water & Waste equipment	310.00	0.00		
06/08/2012	BOB CADY		Senior Center septic system	97.85	0.00		
06/20/2012	3834-CARDMEMBER SERVICE		Sears Air Con	269.99	0.00		
				$6,557.41	**$0.00**		
208-00-620-6200-0000-0000		Expense			9,409.94	9,409.94	
Posting Date		**Document #**		**Debit Amount**	**Credit Amount**		
08/18/2011	3834-CARDMEMBER SERVICE		Software	79.90	0.00		
08/18/2011	3834-CARDMEMBER SERVICE		Computer	840.48	0.00		
09/29/2011	2731-NEW ENGLAND MECHANIC		Generator LMHS Irene	844.00	0.00		
11/22/2011	2978-ERGONOMIC GROUP		Computer/Monitor Select.	1,328.00	0.00		
03/13/2012	4426-ADAMS RESTAURANT EQUI		Fire Safety Complex Refrig	2,435.00	0.00		
03/27/2012	13-NICHOLS & SON ELECTRIC LL		Senior Center water pump switch	300.00	0.00		
03/27/2012	67-STAPLES CREDIT PLAN		Library laptop	634.98	0.00		
04/20/2012	Accounting adjustment		Irene Tropical Storm	0.00	844.00		
04/24/2012	INTUIT QUICKBOOKS		Reimbursement to J. Culp, Library	185.80	0.00		
04/24/2012	MICROSOFT WINDOWS 7 U/G		Reimbursement to J. Culp, Library	90.85	0.00		

Town of Lebanon

TIP Report as of 08/31/2012

Trial Balance

Account Number		Class	Description		Net Change	Ending Balance	
05/08/2012	WILLIMANTIC WINNELSON CO		Senior Center	626.47	0.00		
05/15/2012	BOB CADY	Acctg Adjust.	Senior Center septic system	97.85	0.00		
06/08/2012	BOB CADY	Acctg Adjust.	Senior Center septic system	0.00	97.85		
06/20/2012	3834-CARDMEMBER SERVICE		Computer	45.73	0.00		
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		
				$10,351.79	**$941.85**		
				Total Expenses		**$24,734.50**	
				Fund Balance	**08/31/2012**		**$ 41,008.81**

TOWN OF LEBANON
Finance Office
579 Exeter Road
Lebanon, CT 06249

September 1, 2012

To: Resident State Trooper

From: Veronica Calvert, Town Finance Office

The budget for Fiscal Year 2012-2013 was approved at a Town Referendum on June 12, 2012. Listed below is your approved budget for Fiscal Year 2012-2013 (July 1, 2012 to June 30, 2013):

Account Number / Description		FY 2013 Budget Request 07/01/2012-06/30/2013	FY 2013 Approved Budget 07/01/2012-06/30/2013
420 POLICE SERVICES			
100-00-420-5110-0000-0000	SALARIES	$67,926.00	$60,400.00
100-00-420-5210-0000-0000	EXPENSES	$1,500.00	$500.00
100-00-420-5230-0000-0000	VEHICLE SUPPLIES	$1,000.00	$750.00
100-00-420-5240-0000-0000	EQUIP MAINT SUPPLIES	$1,000.00	$750.00
100-00-420-5260-0000-0000	UNIFORM SUPPLIES	$500.00	$300.00
100-00-420-5320-0000-0000	MISC SRVS CONTRACTUAL	$111,074.00	$110,900.00
100-00-420-5420-0000-0000	UTILITIES PHONE	$600.00	$600.00
100-00-420-5520-0000-0000	GASOLINE	$4,000.00	$3,800.00
100-00-420-5830-0000-0000	REP & MAINT VEHICLES	$1,400.00	$1,200.00
100-00-420-5850-0000-0000	REP & MAINT EQUIPMENT	$1,000.00	$800.00
TOTAL 420 POLICE SERVICES		$190,000.00	$180,000.00

Please review your requested budget numbers by object class with the approved budget and let me know by September 7, 2012 of changes you need to make to align the object classes with your funding requirements and to bring the bottom line into agreement with the budget approved by the voters of the Town of Lebanon on June 12, 2012.

The Board of Finance expects that each department/board/commission to spend no more than the approved budgeted amount for Fiscal Year 2012-2013. Funding requirements that would exceed your budget must be approved by the Board of Finance **prior** to any expenditure being made. A representative from the department/board/commission must appear before the Board of Finance to request additional funding. Prior arrangements need to be made with my office to add your department/board/commission request to a Board of Finance agenda.

Please give me a call or send an email if you have any questions.

Veronica Calvert
860-642-3572

Lebanon FY 2012-2013 Budget
Department Line Items

POLICE SERVICES - DEPT 420

Expenses by Classification	2012-2013 Requested	2011-2012 Budget	Inc/Dec Req.	2011-2012 Actual As of Nov 30, 2011	2010-2011 Actual
110 Salaries & Wages	67,926	67,926		18,725	64,055
210 Supplies & Expenses	1,500	1,500		42	1,218
230 Supplies Vehicle Maint	1,000	1,000		121	1,067
240 Supplies Equip Maint	1,000	1,000		-	1,533
260 Supplies Uniforms	500	500		496	1,023
320 Misc Servs (Resident Tpr)	111,074	111,074		3,457	102,685
420 Util Phones	600	600		210	616
520 Transp Gasoline	4,000	4,000		-	3,801
830 Rep & Maint Vehicles	1,400	1,400		160	1,660
850 Rep & Maint Equipment	1,000	1,000		60	1,000
	-	-		-	-
Total Requested	190,000	190,000	0	23,272	178,658
Budget Appropriation	$ -	$ 190,000	0%	$ 190,000	$ 188,000
Actual Total Expenses				23,272	178,658

Summary - Salaries & Wages:

Employee	Current Rate	+ % incr	Adjusted Rate	Annual Hours/Pays	Salary
Police Officer Rubera, M	$ 26.01	0%	$ 26.01	870.55	$ 22,643
Police Officer Dolan, J	$ 26.01	0%	$ 26.01	870.5	$ 22,642
Police Officer Padewski, B	$ 26.01	0%	$ 26.01	870.5	$ 22,642
				2611.55	$ 67,926

REDUCED HOURS BASED ON FY 2013 APPROVED BUDGET

Summary - Salaries & Wages:

Employee	Current Rate	+ % incr	Adjusted Rate	Annual Hours/Pays	Salary
Police Officer Rubera, M	$ 26.01	0%	$ 26.01	775	$ 20,158
Police Officer Dolan, J	$ 26.01	0%	$ 26.01	775	$ 20,158
Police Officer Padewski, B	$ 26.01	0%	$ 26.01	775	$ 20,158
				2325	$ 60,473

equals -95 hours per officer per year

SEE REVENUE FEES COLLECTED (TRAFFIC STOPS, ETC.) FOR $2,145.00

Town of Lebanon
MO. BUDGET SUMMARY

FY 12

Account Number / Description	Adopted Budget 7/1/2011 - 6/30/2012	Amendments 7/1/2011 - 6/30/2012	Reported Period 7/1/2011 - 6/30/2012	Amount Remaining 7/1/2011 - 6/30/2012	Percent Remaining 7/1/2011 - 6/30/2012
420 POLICE SERVICES					
100-00-420-5110-0000-0000 SALARIES	67,926	0	57,251	10,675	16 %
100-00-420-5210-0000-0000 EXPENSES	1,500	0	1,500	0	0 %
100-00-420-5230-0000-0000 VEHICLE SUPPLIES	1,000	0	1,000	0	0 %
100-00-420-5240-0000-0000 EQUIP MAINT SUPPLIES	1,000	0	1,000	0	0 %
100-00-420-5260-0000-0000 UNIFORM SUPPLIES	500	0	892	(392)	(78)%
100-00-420-5320-0000-0000 MISC SRVS CONTRACTUAL	111,074	0	100,418	10,656	10 %
100-00-420-5420-0000-0000 UTILITIES PHONE	600	0	558	42	7 %
100-00-420-5520-0000-0000 GASOLINE	4,000	0	3,540	460	12 %
100-00-420-5830-0000-0000 REP & MAINT VEHICLES	1,400	0	901	499	36 %
100-00-420-5850-0000-0000 REP & MAINT EQUIPMENT	1,000	0	60	940	94 %
TOTAL 420 POLICE SERVICES	**$190,000**	**$0**	**$167,120**	**$22,880**	**12 %**

Town of Lebanon
MO. BUDGET SUMMARY

FY 11

Account Number / Description	Adopted Budget 7/1/2010 - 6/30/2011	Amendments 7/1/2010 - 6/30/2011	Reported Period 7/1/2010 - 6/30/2011	Amount Remaining 7/1/2010 - 6/30/2011	Percent Remaining 7/1/2010 - 6/30/2011
420 POLICE SERVICES					
100-00-420-5110-0000-0000 SALARIES	67,926	0	64,055	3,871	6 %
100-00-420-5210-0000-0000 EXPENSES	1,713	0	1,218	495	29 %
100-00-420-5230-0000-0000 VEHICLE SUPPLIES	2,200	0	1,067	1,133	52 %
100-00-420-5240-0000-0000 EQUIP MAINT SUPPLIES	1,841	0	1,533	308	17 %
100-00-420-5260-0000-0000 UNIFORM SUPPLIES	1,500	0	1,023	477	32 %
100-00-420-5320-0000-0000 MISC SRVS CONTRACTUAL	103,820	0	102,685	1,135	1 %
100-00-420-5420-0000-0000 UTILITIES PHONE	600	0	616	(16)	(3)%
100-00-420-5520-0000-0000 GASOLINE	6,000	0	3,801	2,199	37 %
100-00-420-5830-0000-0000 REP & MAINT VEHICLES	1,400	0	1,660	(260)	(19)%
100-00-420-5850-0000-0000 REP & MAINT EQUIPMENT	1,000	0	1,000	0	0 %
TOTAL 420 POLICE SERVICES	**$188,000**	**$0**	**$178,658**	**$9,342**	**5 %**

Town of Lebanon
MO. BUDGET SUMMARY

FY 10

Account Number / Description	Adopted Budget 7/1/2009 - 6/30/2010	Amendments 7/1/2009 - 6/30/2010	Reported Period 7/1/2009 - 6/30/2010	Amount Remaining 7/1/2009 - 6/30/2010	Percent Remaining 7/1/2009 - 6/30/2010
420 POLICE SERVICES					
100-00-420-5110-0000-0000 SALARIES	67,926	0	81,267	(13,341)	(20)%
100-00-420-5210-0000-0000 EXPENSES	2,813	0	1,041	1,772	63 %
100-00-420-5230-0000-0000 VEHICLE SUPPLIES	2,200	0	94	2,106	96 %
100-00-420-5240-0000-0000 EQUIP MAINT SUPPLIES	1,841	0	60	1,781	97 %
100-00-420-5260-0000-0000 UNIFORM SUPPLIES	400	0	229	171	43 %
100-00-420-5320-0000-0000 MISC SRVS CONTRACTUAL	103,820	0	94,136	9,684	9 %
100-00-420-5420-0000-0000 UTILITIES PHONE	600	0	1,218	(618)	(103)%
100-00-420-5520-0000-0000 GASOLINE	6,000	0	2,902	3,098	52 %
100-00-420-5830-0000-0000 REP & MAINT VEHICLES	1,400	0	634	766	55 %
100-00-420-5850-0000-0000 REP & MAINT EQUIPMENT	1,000	0	50	950	95 %
TOTAL 420 POLICE SERVICES	**$188,000**	**$0**	**$181,631**	**$6,369**	**3 %**

Town of Lebanon
MO. BUDGET SUMMARY

FY 09

Account Number / Description	Adopted Budget 7/1/2008 - 6/30/2009	Amendments 7/1/2008 - 6/30/2009	Reported Period 7/1/2008 - 6/30/2009	Amount Remaining 7/1/2008 - 6/30/2009	Percent Remaining 7/1/2008 - 6/30/2009
420 POLICE SERVICES					
100-00-420-5320-0000-0000 MISC SRVS CONTRACTUAL	100,940	0	97,643	3,297	3 %
TOTAL 420 POLICE SERVICES	**$100,940**	**$0**	**$97,643**	**$3,297**	**3 %**

State of Connecticut
Office of the State Comptroller
Hartford, CT 06106-1775

JUDM1 13842302 0000000071
TOWN OF LEBANON
TOWN TREASURER
579 EXETER RD
LEBANON, CT 06249

BU	JUDM1
Agency Name	Judicial Branch
Reference Number	13842302
Payment Date	8/10/2012
Payment Amount	2,145.00

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Net Amount
51-56a(d) Q/E 06-30-12	6/30/2012	00515525	2,145.00	0.00	2,145.00

Please email: Eileen.Oliva@jud.ct.gov with any questions

RST Fees
100-000-4373

If additional information is required, please call Judicial Branch at (860)706-5240

CO-253 (NEW 9-99) THIS CHECK IS BLUE. THE BACK CONTAINS A STATE SEAL WATERMARK. HOLD AT AN ANGLE TO VERIFY.

Office of the State Comptroller to the State Treasurer

51-44
119 CT

BUSINESS UNIT: JUDM1
AGENCY NAME: JUDICIAL BRANCH

VENDOR CHECK NO. 13842302

PAYMENT AMOUNT
TWO THOUSAND ONE HUNDRED FORTY-FIVE DOLLARS NO CENTS

BANK OF AMERICA
Hartford, CT 06110

Payment Date: 08/10/2012
Payment Amount: $2,145.00

PAY TO THE ORDER OF
TOWN OF LEBANON

NOT VALID UNLESS SIGNED BY BOTH
STATE COMPTROLLER AND STATE TREASURER

KEVIN LEMBO
COMPTROLLER - STATE OF CONNECTICUT

DENISE L. NAPPIER
TREASURER - STATE OF CONNECTICUT

⑈13842302⑈ ⑆011900445⑆ 5743788⑈

25

Amston Lake Sewer Project Financing

Dennis Dix, Finance Advisor, has had preliminary discussions with Eastern Bank, the underwriter of the last BAN issue, and they indicate that for 3 – 6 months, no disclosure, non-rated, the BANs could be priced between 0.65% - 1.00%. A bank loan would be at least 2%, perhaps more, so he is recommending that the Town stay with Eastern Bank as underwriter. With an open market transaction, once the maturity date is established, there is no prepayment provision, so the Town has to plan accordingly.

Dennis Dix extended the maturity a few extra days beyond 90 to accommodate paperwork preparation over the holiday period. The key point is that the note <u>will not</u> be pre-payable, or callable. Per Dennis.....for planning purposes, his fee will be $1,000 and the Paying Agent Bank (Bank of NY Mellon) will be $190. Doug Gillette, Bond Counsel's fee will be $9,000. If the interest rate is at 1%, the cost at maturity will be approximately $17,787.

Town of Lebanon, Connecticut
WPCA
Amston Lake Sewer Project
Prepared by: V. Calvert

2nd BAN estimate 10-3-2012 to 01-17-2013

$ 4,232,016.00	Project Expenditures thru 08/31/2012
$ 539,600.00	September 2012 Project Costs
$ 516,199.00	October 2012 Project Costs
$ 695,126.00	November 2012 Project Costs
$ 331,900.00	December 2012 Project Costs
$ 87,515.00	January 2013 Project Costs
$ 50,858.33	Interest due October 3,2012 on 1st BAN
$ 375.00	Peoples Bank for bond admin
$ 77.81	FedEx
$ 2,228.27	Printing of POS/OS
$ 1,000.00	October 2012 Dennis Dix fee for new 2nd BAN
$ 190.00	October 2012 Paying Agent Bank for new 2nd BAN
$ 9,000.00	October 2012 Doug Gillette fee for new 2nd BAN
$ 6,466,085.41	Subtotal
Less $ (22,886.25)	Sale Premium received for the 2011 1st BANs
Less $ (9,855.41)	Investment earnings from the 2011 1st BANs
$ (32,741.66)	Subtotal
$ 6,433,343.75	**Total funding needed for new 2nd BAN**

Add'l Costs:

$ 17,787.00	January 2013 interest due on 2nd BAN
$ 2,300.00	Printing of 2nd BAN POS/OS
$ 1,000.00	January 2013 escrow trustee fees
$ 10,500.00	January 2013 Doug Gillette fees USDA bond closing
$ 31,587.00	

Town of Lebanon, Connecticut									
Water Pollution Control Authority									
Amston Lake Sewer Project									
Proposed Cash Flow Projections									
Prepared by: V. Calvert									
9/11/2012									
		Bid	Engineering	Legal	Short Term	Paving	WPCA Cash Flow Projection		
		Construction	CA & Res.	and	IFO				
		Costs	Rep.	Admin	Borrowing				
					and Bond				
					Counsel Fees				
Month	Year	$ 5,117,078	$ 973,000	$ 99,000	$ 43,656	$ -	Month	Cumulative	Notes
September*	2010	$ -	$ 12,131	$ -	$ -	$ -	$ 12,131	$ 12,131	PE & PER, Survey
October*	2010	$ -	$ 37,893	$ -	$ -	$ -	$ 37,893	$ 50,024	PE & PER, Survey
November*	2010	$ -	$ 40,583	$ -	$ -	$ -	$ 40,583	$ 90,607	PE & PER, Survey
December*	2010	$ -	$ 67,290	$ -	$ -	$ -	$ 67,290	$ 157,897	Preliminary Design Report
January*	2011	$ -	$ 76,687	$ -	$ -	$ -	$ 76,687	$ 234,584	Preliminary Design Report
February*	2011	$ -	$ 33,643	$ -	$ -	-	$ 33,643	$ 268,227	Preliminary Design Report
March*	2011	$ -	$ 25,431	$ -	$ -	$ -	$ 25,431	$ 293,658	Detailed Design
April*	2011	$ -	$ 50,694	$ -	$ -	$ -	$ 50,694	$ 344,352	Detailed Design, Final Field Edit
May*	2011	$ -	$ 32,482	$ -	$ -	$ -	$ 32,482	$ 376,834	Detailed Design
June*	2011	$ -	$ 60,733	$ -	$ -	$ -	$ 60,733	$ 437,567	Detailed Design
July*	2011	$ -	$ 39,555	$ -	$ -	$ -	$ 39,555	$ 477,122	Detailed Design
August*	2011	$ -	$ 41,480	$ -	$ -	$ -	$ 41,480	$ 518,602	Detailed Design
September*	2011	$ -	$ 35,335	$ -	$ -	$ -	$ 35,335	$ 553,937	Bid Advertisement 09/01/2011
October*	2011	$ -	$ 29,026	$ -	$ 20,000	$ -	$ 49,026	$ 602,963	Bid Opening & Award Contract. Assume $20K Bond Counsel ($17K Bond Counsel, $3K local)
November*	2011	$ -	$ 12,703	$ -	$ -	$ -	$ 12,703	$ 615,666	Construction Begins
December*	2011	$ -	$ 3,927	$ -	$ -	$ -	$ 3,927	$ 619,593	Construction
January*	2012	$ -	$ 5,591	$ -	$ -	$ -	$ 5,591	$ 625,184	Construction
February*	2012	$ -	$ 13,810	$ -	$ -	$ -	$ 13,810	$ 638,994	Construction
March*	2012	$ 565,935	$ 34,613	$ -	$ -	$ -	$ 600,548	$1,239,542	Construction
April*	2012	$ 631,893	$ 23,726	$ -	$ -	$ -	$ 655,619	$1,895,161	Construction
May*	2012	$ 622,063	$ 24,486	$ -	$ -	$ -	$ 646,549	$2,541,710	Construction
June*	2012	$ 618,923	$ 52,577	$ -	$ -	$ -	$ 671,500	$3,213,210	Construction
July*	2012	$ 413,393	$ 24,076	$ 53,696	$ -	$ -	$ 491,165	$3,704,375	**Construction (legal and admin through 06/30/12)
August*	2012	$ 488,413	$ 35,227	$ 4,000	$ -	$ -	$ 527,640	$4,232,015	Construction (Draft Pay Req. #6) WS&P legal estimated @4K
September	2012	$ 500,000	$ 37,600	$ 2,000	$ -	$ -	$ 539,600	$4,771,615	Construction
October	2012	$ 480,099	$ 35,600	$ 500	$ 61,048.33	$ -	$ 577,247	$5,348,862	Construction includes $32K for testing. $50,858.33 interest for 1st short term BAN; 2nd short term BAN: $1,000 for D. Dix; $9,000 for D. Gillette; $190 for Paying Agent Bank
November	2012	$ 400,000	$ 35,000	$ 500	$ -	$ 259,626	$ 695,126	$6,043,988	Construction and paving invoice
December	2012	$ 300,000	$ 31,400	$ 500	$ -	$ -	$ 331,900	$6,375,888	Substantial completion, Punchlist items
January	2013	$ 77,015	$ 10,000	$ 500	$ 31,587	$ -	$ 119,102	$6,494,990	Punchlist items; 3% Retainage. D. Gillette fee for USDA bond closing $10,500; $17,787 for 2nd BAN interest; $1,000 escrow trustee fees); $2,300 printing of BAN POS/OS
January	2014	$ 44,707	$ 9,803	$ 500	$ -	$ -	$ 55,010	$6,550,000	2% Retainage
TOTAL		$ 5,142,441	$ 973,102	$ 62,196	$ 112,635	$ 259,626	$ 6,550,000		
*Actual Invoiced Amount									

28

The Town of Lebanon's Moody's Aa2 rating was withdrawn 9/15/10 with the maturity of the last rated bond issue. While the Town does still have long-term obligations outstanding, they are not publicly traded municipal securities, but rather various forms of loans that do not require a municipal credit rating.

Animal Control
Fund 205

Total Requested in FY 2013 Budget	$	19,578
Less Estimated Revenue:		
Pound Rental	$	4,800
License Fees - Dog Fund	$	944
Subtotal Estimated Revenue	$	5,744
FY 13 Approved Budget Transfer from General Fund	$	13,834

Town of Sprague Invoice Received on 08/03/2012	$	24,378
Minus rental income from Sprague	$	(4,800)
Adjusted Amount Due to Town of Sprague	$	19,578
Amount to be collected from license fees	$	944
FY 13 Approved Budget Transfer from General Fund	$	13,834
Subtotal	$	14,778
Shortfall	**$**	**4,800**

Lebanon FY 2012-2013 Budget

Department Line Items

Animal Control Officer - FUND 205

Classification	2012-2013 Requested	2011-2012 Budget	2010-2011 Actual	2009-2010 Actual
Total Requested	19,578	17,000	26,343	13,838
Revenue				
205-4303 Pound Rental	4,800		-	-
205-4304 License Fees - Dog Fund	944		-	-
Total Revenue	5,744		-	-
205-4399 Operating Transfers GF	**13,834**			

Regional Animal Control Services District

FY 2012-2013 Budget

	Lebanon	Franklin	Bozrah	Lisbon	Sprague	Shared	Adjustments
Population (based on DOH pop 2010	7,316	1,922	2,631	4,345	2,979	19,193	
EXPENSES							
Wages (ACO)						$ 25,000	
Wages (On-Call ACO)						$ 9,280	
License Survey Wages						$ 1,000	
Social Security						$ 1,875	
Unemploymt & Workers Comp Ins						$ 500	
Mileage (weekday) *stipend*						$ 800	
Mileage (Nights & Weekends) *stipend*						$ 2,100	
Communications						$ 1,100	
Training - Required Medical						$ 200	
Pound Rental (Lebanon)						$ 4,800	
Pound Rental Overflow (Bozrah)						$ 500	
Equipment - kennels, cages, etc.						$ 50	
Vet						$ 1,500	
Food						$ 300	
Legal Fees						$ 1,500	
Legal Ads						$ 500	
Supplies - Office, State Forms						$ 300	
Heat - Propane						$ 1,250	
Electricity						$ 1,600	
Pound - Repairs/Maintenance						$ 700	
Septic Pumping						$ 160	
Vehicle Maintenance						$ 2,000	
Rainy day fund $.25 per capita	$ 1,829.00	$ 480.50	$ 657.75	$ 1,086.25	$ 744.75	$ 4,798	
Miscellaneous						$ 1,140	
Total Expenses per town	**$23,996.48**	**$6,304.16**	**$8,629.68**	**$14,251.60**	**$9,771.12**	**$ 62,953**	
Per Capita Cost $3.28					$62,953.04		

Notes:

1) Individual Towns will still receive direct income from the sale of dog licenses and kennel licenses by Town Clerk. The cost of purchasing the licenses/tags will be the responsibility of each town.

2) All revenues from fees, fines, adoptions will be added to the Regional operating funds income.

3) Remaining funds at fiscal year end will be added to the Regional Fund. A fund balance of 5% shall be maintained. Any funds over 5% shall be used to offset the next years town costs.

4) Budget will provide ACO coverage 24 hrs/day - 7 days per week

Issue Paper

Subject: Loan for Purchase or Lease-Purchase of Capital Equipment for Public Works

Per Doug Gillette, Bond Counsel:

1. A Town Meeting is required to approve an appropriation for the project and to provide borrowing authorization (bond resolution) for the funding.
2. A Town Meeting is required to approve a lease purchase for capital equipment for Public Works.

At the Board of Finance Special Meeting on September 4, 2012, the BOF asked the First Selectman to contact other towns regarding Mr. Gillette's guidance on this subject. Contact was made with Franklin, Preston, Coventry, and Scotland as well as asking Mr. Gillette for the state statute which covers this subject.

Response from Doug Gillette, Bond Counsel:

The need for an appropriation in connection with a capital project or capital acquisition and the issuance of bonds or notes to finance the project costs is driven by two principles:

- In order for a town to enter into a contract it must appropriate the full amount of the contract cost (unless there is a statutory provision to the contrary, *e.g.*, a lease). See extracts below from C.G.S. Secs. 7-348, 7-349 and 4-100.
- While the town may seek a "loan" to finance a capital project, generally the statutes provide that it must issue bonds, notes or temporary notes in order to borrow money. In the context of a capital project financing, a town may authorize the issuance of bonds or notes when it has made an appropriation or incurred a debt in excess of $10,000. A town may authorize the issue of temporary notes when it has authorized the issuance of general obligations bonds, but the amount of such notes is limited to the amount of the bonds authorized. See extracts below from C.G.S. Secs. 7-369 and 7-378.

As under state law the Town is required to follow the statutory procedures regarding the authorization and issuance of debt, it could not by ordinance circumvent the statutory scheme.

****

Sec. 7-348. Towns not to contract in excess of appropriations....

"No officer of such town shall expend or enter into any contract by which the town shall become liable for any sum which, with any contract then in force, shall exceed the appropriation for the department, except in cases of necessity connected with the repair of highways, bridges, sidewalks and water and sewer systems and the care of the town poor, and then not more than one thousand dollars...."

Sec. 7-349. Penalty.

"Any officer who, in violation of any provision of this chapter, expends or causes to be expended any money of such town, except for the purpose of paying judgments rendered against such town, shall be

liable in a civil action in the name of such town, and the amount so drawn from the treasury of such town shall be liquidated damages in such action against any such officer."

Sec. 4-100. Penalty for exceeding appropriations; exceptions.

"Whenever any specific appropriation of money has been made by the General Assembly or by any community or corporation as provided in section 7-121, each agent, commissioner or executive officer of the state, except as provided in sections 4-87 and 4-99, or of any town, city, borough or school district, who willfully authorizes or contracts for the expenditure of any money or the creation of any debt for any purpose in excess of the amount specifically appropriated for such purpose by the General Assembly or the community or corporation of which he is agent, commissioner or executive officer, unless such expenditure is made or debt contracted for the necessary repair of roads or bridges, or the necessary support of schools or paupers, in cases arising after the proper appropriation has been exhausted, shall be fined not more than one thousand dollars or imprisoned in a community correctional center not more than one year or both."

Sec. 7-369. Authority to issue bonds.

"When any municipality has made appropriations or incurred debts exceeding ten thousand dollars, including appropriations to pay such municipality's share of capital costs incurred pursuant to the terms of an inter-local agreement approved by such municipality in accordance with the provisions of sections 7-339a to 7-339l, inclusive, it may issue either serial or term bonds or both,...."

Sec. 7-378. Anticipation notes.

"Whenever any municipality, as defined in section 7-369, has authorized the issuance of general obligation bonds under the provisions of any public or special act, it may authorize the issuance of temporary notes in anticipation of the receipt of the proceeds from the sale of such bonds. The amount of such notes may equal but not exceed the amount of such bonds...."

****

First Selectman, Franklin, CT – agrees with Doug Gillette, Bond Counsel

First Selectman, Scotland, CT – agrees with Doug Gillette, Bond Counsel

Town Manager, Coventry, CT – agrees with Doug Gillette, Bond Counsel

First Selectman, Preston, CT – need town meeting approval for loan/bond or lease purchase

Estimates for Lease Purchase vs. Bank Loan Finance for Public Works Capital Equipment

Municipal Lease Purchase	Acquisition Cost	Total Cost 3 years*	Total Interest Payment	Total Cost for Financing
Pay Loader @ 5.87%	$90,366	$ 95,566	$ 5,200	
Trucks (2) @ 5.64%	$90,080	$ 98,126	$ 8,046	
Subtotal Interest				$ 13,246
Legal review fees** (O'Connell)				$ 3,000
Town Meeting cost***				$ 400
Estimated Total Cost for Lease Purchase Financing Option				**$ 16,646**

*Annual payment $64,564.40 based on documents provided by All American and Ally
**Legal review of lease purchase document
***Need Town Meeting to approve lease purchase

Bank Loan @ 2.5%	Loan Amount*	Interest Payment	Total Cost for Financing
SIBT Loan for 3.5 years @2.5%	$180,000		
1st year interest		$ 4,153	
2nd year interest		$ 2,757	
3rd year interest		$ 1,326	
4th year interest		$ 285	
Subtotal Interest			$ 8,521
Legal review fees** (Gillette)			7500
SIBT legal counsel**			2500
Town Meeting cost***			400
Estimated Total Cost for Bank Loan Financing Option			**$ 18,921**

*Annual payment approx. $60,000 based on information provided by SIBT
**Legal costs would increase if negotiations are required between D. Gillette and SIBT
***Need Town Meeting to approve appropriation for the project and to provide borrowing authorization (Bond Resolution) for the funding

Issue: Where to Deposit a CIRMA Check Received for the Public Works Backhoe

1. Background – The Town of Lebanon has received an insurance check for $10,745.91 for the Public Works backhoe that caught fire at the Transfer Station on 08/10/2012, causing electrical damage.

2. Per Stephen Hopkins the recording of this deposit could be done one of two ways:

   a. If the backhoe is going to be repaired, then the deposit would be a credit (revenue) to the Public Works expense account for FY 2013. Invoices for repair would be debited to this same account.

   b. If the backhoe is going to be replaced, then the deposit could be to a capital liability account to be used towards the purchase of a new backhoe.

3. Per Tom Conley, the backhoe will be repaired.

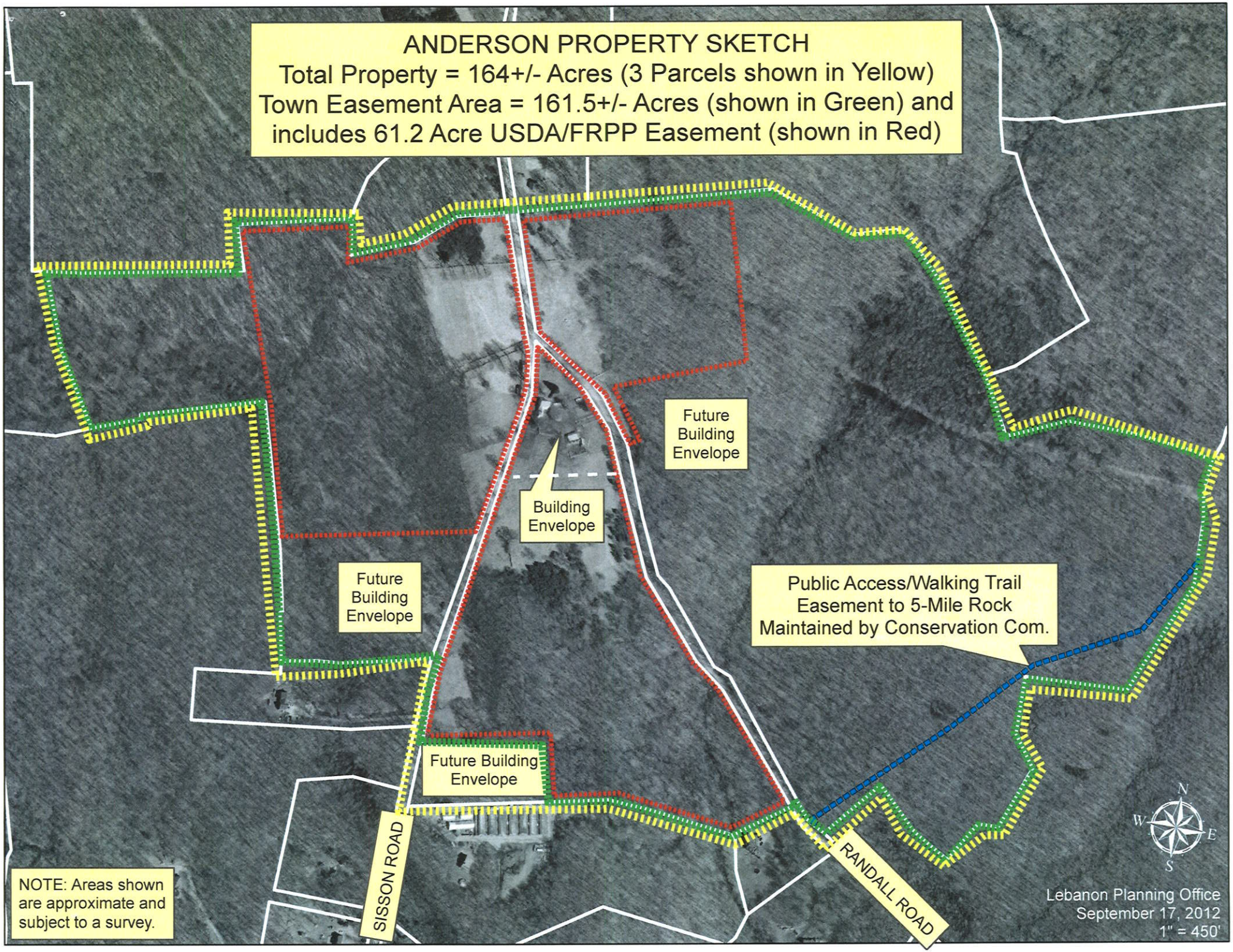
4. Questions for the Board of Finance:

   a. Does the BOF have to approve the deposit of the $10,745.91 into the Public Works expense account since this deposit will increase the FY 2013 operating budget of Public Works by $10,745.91?

   b. If the deposit is made into a miscellaneous revenue account, then how would the repair invoices be paid? Public Works would not have the funding in their budget to cover the repairs?

   c. How does the BOF want to handle future reimbursements for town equipment that need to be fixed/repair because of damage done by others or insurance claims?

   d. If the backhoe was going to be replaced, does the BOF have to approve the deposit to a capital liability account since the FY 2013 approved budget set the capital budget at $712,889?


ANDERSON PROPERTY SKETCH
Total Property = 164+/- Acres (3 Parcels shown in Yellow)
Town Easement Area = 161.5+/- Acres (shown in Green) and includes 61.2 Acre USDA/FRPP Easement (shown in Red)
Future Building Envelope
Building Envelope
Future Building Envelope
Public Access/Walking Trail Easement to 5-Mile Rock Maintained by Conservation Com.
Future Building Envelope
SISSON ROAD
RANDALL ROAD
N
W
E
S
NOTE: Areas shown are approximate and subject to a survey.
Lebanon Planning Office
September 17, 2012
1" = 450'

TOWN OF LEBANON
LAND PRESERVATION PROJECTS
2006 to Present

				FUNDING SOURCES						
Name	Address	Acres	Year Closed	Federal	State	Town *	Nonprofits and Land Trusts	Project Cost	Amount Paid to Property Owner	Owner Land Value Donation
Fischers	135 Waterman Road	32	2007	$ -	$ -	$ -	$ -	$ -	$ -	$ 319,000
Ed Tollmann	390 Cook Hill Road	22	2007	$ -	$ -	$ -	$ -	$ -	$ -	$ 118,000
Edward Sr. & Klara Bender	Rafferty & Gates Roads	170	2008	$ 350,000	$ 350,000	$ 4,000	$ -	$ 704,000	$ 700,000	$ 351,000
Edward Sr. & Klara Bender	Village Hill Road	57	2008	$ 110,000	$ 110,000	$ 4,000	$ -	$ 224,000	$ 220,000	$ 70,000
Edward Bender Jr.	Beaumont Highway	100	2009	$ 225,000	$ 225,000	$ 4,000	$ -	$ 454,000	$ 450,000	$ 146,000
Wolfgang & Edwina Rechlin	753 Waterman Road	104	2010	$ -	$ -	$ 56,000	$ 25,000	$ 81,000	$ 75,000	$ 230,000
Donald Cyr	1038 Trumbull Highway	57	2010	$ 141,000	$ -	$ 13,111	$ 47,000	$ 201,111	$ 193,250	$ 64,750
Jon and Donna Slate	585 Trumbull Highway	33	2011	$ 106,875	$ -	$ 6,861	$ 35,625	$ 149,361	$ 142,500	$ 47,500
Saul Mindel et.al.	124 Norwich Avenue	30	2011	$ 118,125	$ -	$ 5,862	$ 39,375	$ 163,362	$ 157,500	$ 52,500
Martin Masters	50 Camp Mooween Road	58	2011	$ 111,510	$ 111,510	$ -	$ -	$ 223,020	$ 223,020	$ 91,980
Helen and Mary Szadja	Goshen Hill & York Roads	219	2011	$ 606,851	$ 606,852	$ 4,500	$ -	$ 1,218,203	$ 1,217,703	$ -
Cushman Farm	East Hebron Turnpike	190	2011	$ 407,795	$ 407,795	$ 4,500	$ -	$ 820,090	$ 815,590	$ -
Richard Skaats	420 Clubhouse Road	32	2011	$ 52,874	$ -	$ 13,013	$ 8,813	$ 74,700	$ 70,500	$ 70,500
Lewis Kaplan	Synagogue Road	37	2012	$ -	$ -	$ 10,000	$ -	$ 47,000	$ 47,000	$ -
Paul Trubey (Beltane Farm)	***59 Taylor Bridge Road***	***22***	***2012/12***	***$ 45,000***	***$ 45,000***	***$ 15,000***	***$ 15,000***	***$ 120,000***	***$ 120,000***	***$ -***
Anderson	***185 Randall Road***	***162***	***2012/13***	***$ 135,500***	***$ -***	***$ 59,000***	***$ 15,000***	***$ 209,500***	***$ 200,500***	***$ 300,000***
McCaw Farm	***Trumbull Highway/Green***	***156***	***2012/13***	***$ 236,010***	***$ 236,010***	***$ 4,000***	***$ 157,340***	***$ 629,360***	***$ 629,360***	***$ -***
		1481		$ 2,646,540	$ 2,092,167	$ 203,847	$ 343,153	$ 5,318,707	$ 5,261,923	$ 1,861,230

* An additional $30K in grant funds received by the Town for appraisals and surveys related to these projects are not included in the above.

Revised draft 9-13-12

Town Planner
Town of Lebanon
579 Exeter Road, Lebanon, Connecticut 06249
(860) 642-2006, Fax (860) 642-2022

MEMORADUM

To: Planning and Zoning Commission
From: Philip S. Chester, AICP
Date: March 22, 2011 (Revised 4/28/11)
Re: Land Use Department Fees

Lebanon's Land Use Department fee schedule has not been revised since 1998 and in some cases does not adequately cover the costs associated with municipal review. In addition, some fees are not in line with neighboring towns and there is no ability to charge applicants for outside independent reviews for large proposals which may be outside the expertise of Town staff.

The following revised fees are recommended, the result of which would increase revenues by $25,000 annually based on the last three (3) year average.

A. *Planning and Zoning Commission Fees.*

1. **Applications requiring a** Public Hearing	**$200** ~~$175~~
2. Zone **Map or Amendment** Change	**$300 per acre ($600 minimum)** ~~$150~~
3. Subdivision or Resubivision	**$300** ~~$150~~
4. Revised Subdivision Plan	**$150** ~~$50~~
5. **New or Rebuilt Road Construction** ~~Review of design of new or rebuilt roads, drainage and other site improvements~~	**$250** ~~$100~~ per lot
9. Home Occupation Permit granted under 7.5.a.	**$50** ~~$25~~
11. Certificate of Zoning Compliance	**$50** ~~$25~~

15. Financing of Special Studies
Applications requiring environmental, traffic, engineering and/or other expertise deemed by the Commission to be beyond the expertise of Town staff to

adequately review may require an independent professional study or consultation necessary for the Commission to decide the issue before it. In such cases the Commission may require an applicant, as a condition of processing its application, to pay for the cost of such study or consultation, and the applicant shall be required to place up to $10,000.00 into a fee account, the balance of which shall be returned to them after the study and/or consultation is completed.

B. *Driveway Apron Permit Fee.* Establish a $50.00 driveway apron permit fee to cover the cost of the Highway Foreman to inspect and sometimes re-inspect new driveway aprons.

C. *Zoning Review Fee.* Increase the zoning review fee to $25.00 to more accurately reflect the average cost for the Zoning Enforcement Officer to review building permits. The current fee is $5.00.

D. *Building Permit Fee.* Increase the general building permit fee to $15.00 per $1,000 value of construction. The current fee is $10.00 per $1,000.

Town	Building Permit Fee per $1,000 Construction
Bozrah	$20.00 first $1,000, plus $6.00 for each additional $1,000
Colchester	$20.00
Columbia	$12.00
Coventry	$15.00
Franklin	$20.00 first $1,000, plus $10.00 for each additional $1,000
Griswold	$16.00
Hebron	$12.00
Lebanon	*$10.00*
Salem	$20.00 first $2,000, plus $8.00 for each additional $1,000
Windham	$15.00

Expenditure Approval Protocol
Emergency Management Funds

Emergency Expenditures					
		Approval	**Expense due to:**	**Type of expense:**	**Event Duration**
Up to	$5,000	First Selectman	Unanticipated damage wind, ice, power outage, etc.	food, OT, equip repairs (generator, chipper, etc.)	1-3 days
Over &	$5,000	Bd of Selectmen	same	food, OT, contractors, equipment, equip repair	3-7 days
Up to	$20,000			(radios, tower, phones, etc.)	
Over	$20,000	Bd of Finance	same	food, OT, contractors/equipment, damage bldgs/roads	5-7+ days
				regional mass shelter - food/supplies/transportation	
Non-Emergency Expenditures					
		Approval	**Expense due to:**	**Type of expense:**	
Up to	$5,000	Bd of Selectmen	emergency planning and notification	volunteer & staff training/certification, mailings	
Over	$5,000	Bd of Finance	capital improvements/repairs	maintain or upgrade existing generators, new	
				generators, improve bldgs to withstand emergency	
				weather-related impacts (roofs, etc.)	