

**Lebanon Board of Finance
Minutes of September 11, 2008
Regular Meeting**

Members Present: Liz Charron, Glen Coutu, Linda Finelli, Gregg Lafontaine, Lori Wesolowski, Chuck Haralson (alt.), Phil Johnson (alt.)

Members Absent: Betsy Petrie, Svea Meyer (alt.)

Item A. Call to Order

The meeting was called to order at 7:30 pm by Liz Charron, Chairman. Phil Johnson was designated to vote for Betsy Petrie until such time as she arrives. (B. Petrie arrived at 7:33 pm)

Item B. Minutes of Previous Meetings

G. Coutu moved to accept the minutes of the July 10, 2008 Regular meeting. G. Lafontaine seconded. Motion passed with 5 ayes and 1 abstention, L. Wesolowski.

G. Coutu moved to accept the minutes of the July 29, 2008 Special meeting. P. Johnson seconded.

Motion passed with 5 ayes and 1 abstention, L. Finelli.

Item C. Correspondence

L. Charron reviewed a letter received from the Office of Policy & Management regarding their review of the Town Audit of June 30, 2007. Two items mentioned in the letter required further information/explanation. The Town's Auditor will be sending a response along with the information requested.

Item D. Monthly Expenditures/Payment of Bills

T. Valone, Town Accountant reported that all budget adjustments requested from depts. for the present fiscal year have not yet been received. A bill was received from Stephen Hopkins, Town Auditor requesting payment in the amount of \$3,000.00 for his initial audit work. G. Coutu moved to approve and pay the bill as requested. Motion seconded by G. Lafontaine. Motion passed unanimously.

Item E. Old Business

a. Update on Board of Education expenses and revenue results for the 2007-08 FY.

The Board of Ed reported that they ended the year with no overexpenditure. Approximately \$35,000 was available in unexpended funds at year end. They were unable to purchase oil at this time due to lack of availability from supplier. Revenues came in slightly higher than projected. Special Education revenues were up \$35-40,000 from estimates, Vo Ag revenues were up \$6,000 and Tuition was up by approx. \$18,000. The board was asked to prepare a list of the major budget categories to show the actual vs. budgeted dollars for the prior fiscal year. This will be prepared for the next meeting.

G. Lafontaine moved to take up item F. a. under new business. Motion seconded by L. Finelli. Motion passed unanimously.

Item F. a. Consider and act on new information from Board of Education on contract for student management software.

The Board of Education was notified that support for the student management software currently in use will be discontinued as of the end of the 2008-09 school year. An upgraded product is

offered by the same company at a discounted rate for a 2 yr. plan that would result in a cost savings of \$27,968.25 over what was previously discussed. Money has been set aside in the Cap N/R fund for 2008-09 that would cover the 1st years payment.

G. Coutu moved to add item g. Discussion of Board of Education Oil Tank to the agenda under New Business. Motion seconded by L. Finelli. Motion passed unanimously.

Item F. g. Discussion of Board of Education Oil Tank

The Board of Education reported that a buried oil tank has been discovered during the planting of trees, shrubs at the Middle School. After researching records, it is believed that it may be a 10,000 tank that was not removed. It is not known at this point whether the tank contains liquid, water or oil. An estimate was received of \$25,000.00 to remove liquid in the tank, remove the tank and fill the hole if no contamination is found to be present. Further information will be shared when available.

G. Lafontaine moved to take up item F. b. under new business. Motion seconded by L. Finelli. Motion passed unanimously.

Item F. b. Consider and act on request from Senior Center committee to move dollars from Contingency Acct. #490 to Senior Center Acct. #458 for their operating budget for FY 2008-09.

The Senior Center is on schedule for a Nov. 1 opening. The center will be fully completed and open for full use at that time. The schedule will be have the center in use for activities Mon.-Thu. with trips planned for Fri. The committee presented two separate budget requests for their initial operating budget projected for 8 mos. of expenses with one including the salary of a director. The director would be responsible for organizing schedules for volunteers, activities and would manage the overall operation of the center. G. Coutu moved to request the Board of Selectmen to call a Special Town meeting for the purpose of transferring \$20,000.00 from Acct. #492, Contingency to Acct. #458, Senior Center for fiscal year 2008-09. Motion seconded by L. Finelli. Motion passed unanimously.

(It is noted that B. Petrie left the meeting at 8:35 pm. P. Johnson was reseated to vote in her absence.)

(resume)

Item E. Old Business

b. Consider and act on accounts that are over budget for the 2007-08 FY.

A legal bill for the tax sale in the amount of \$10,116.00 was received after the close of the fiscal year due to an oversight by the Tax Collector. The Board of Finance requested that the Accountant book this to the Tax Collector budget since it pertains to the tax sale of properties. A discussion took place regarding the timeliness and circumstances of this since the bill was dated 5/20/08. G. Lafontaine moved to request the Board of Selectmen to call a Special Town meeting for the purpose of increasing Acct. #407 Tax Collector by \$10,116.00 for fiscal year 2007-08, funds to come from fund balance. Motion seconded by L. Wesolowski. Motion failed with a vote of 3 ayes to 3 nays, G. Coutu, L. Finelli, P. Johnson.

c. Review actual versus budget revenue accounts for the 2007-08 FY.

The board reviewed the revenue summary for the Town and Board of Education for the prior fiscal year. A question was raised on the booking of property tax revenues and BOE Special Ed and tuition. Clarification will be received on these items at the next meeting.

d. Update fro the Budget Process Subcommittee.

G. Coutu reported that the subcommittee has met and reviewed the budget schedule calendar for the upcoming year. They discussed the budget request process and looked for ways to make the process less time consuming and more efficient. The group discussed the budget presentations and shared some ideas of how to reduce the need for all presenters to appear before the board. More discussion and recommendations will follow.

e. Update from the Banking Relationship Subcommittee.

Lori W. reported that she has contacted our Account Rep at Bank of America and plans are being made to schedule a meeting with her to review our present account relationship and see what new products or services are available to us. Prior to that meeting, the subcommittee will meet with the Town Accountant in order to receive an overview of our present structure of accounts, measure our satisfaction with our present banking relationship and discuss any recommendations that the Finance office may have. Following a meeting with BOA, the committee will look to meet with other banks (i.e. Savings Institute) to gather information on comparable services and determine any cost savings that can be gained.

F. New Business

c. Discuss and act upon requesting the Board of Selectmen to call a Special Town meeting for the purpose of:

i. Releasing up to \$550,000 from Paving Funds, Acct. #6347 from the Capitol Non-recurring Expenses Fund.

G. Coutu moved to request the Board of Selectmen to call a Special Town meeting to release up to \$550,000 from Paving Funds, Acct. #6347 from the Capital Non-recurring Expenses Fund. Motion seconded by L. Finelli. Motion passed unanimously.

ii. Releasing up to \$70,000 from Highway Road Plan (LoCIP) Acct. #5340, Leonard Bridge Road from the C/NR Expenses Fund.

P. Johnson moved to request the Board of Selectmen to call a Special Town meeting to release up to \$70,000 from Highway Road Plan (LoCIP) Acct. #5340, Leonard Bridge Road from the C/NR Expenses Fund. Motion seconded by G. Coutu. Motion passed unanimously.

iii. Releasing up to \$150,000 from Highway Road Plan, Oliver Road Bridge from the C/NR Expenses Fund.

G. Coutu moved to request the Board of Selectmen to call a Special Town meeting to release up to \$150,000 from Highway Road Plan, Oliver Road Bridge from the C/NR Expenses Fund. Motion seconded by G. Lafontaine. Motion passed unanimously.

iv. Releasing up to \$15,000 from Library-Footing Drains from the C/NR Expenses Fund.

G. Coutu moved to request the Board of Selectmen to call a Special Town meeting to release up to \$15,000 from Library-Footing Drains from the C/NR Expenses Fund. Motion seconded by L. Finelli. Motion passed unanimously.

d. Discuss and act upon bucket truck options.

J. Okonuk discussed the need for a bucket truck for the town. Options available are for purchase or rental. The cost to rent a truck as needed would be booked to the Outside Services account. A purchase of a truck would carry a cost of approx. \$20,000 and could be considered as an expense posted to Cap N/R with funds available at the end of the year.

e. Discuss the filling of the vacancy of the Public Works Foreman.

J. Okonuk discussed salary changes that are being proposed in filling the position of Public Works Foreman. Also reviewed salary figures connected with replacing the Maintainer position.

G. Coutu moved to add discussion of the CERT Grant as item h in the agenda. Motion seconded

by P. Johnson. Motion passed unanimously.

h. Discussion of CERT Grant

J. Okonuk discussed how and when CERT Grant money is received and accepted by the town. G. Coutu moved to request the Board of Selectmen to call a Special Town meeting for the purpose of accepting and expending CERT Grants for the 2008-09 FY. Motion seconded by G. Lafontaine. Motion passed unanimously.

f. Discuss chairman's position in 2009.

L. Charron provided a list of job duties that she currently handles as the BOF Chairman. She expressed concern over the amount of time that the position entails based on the current practices and responsibilities of the chairman. The board discussed ways in which duties could be delegated and assigned to other members and/or subcommittees as well as the Finance office. A number of ideas were discussed that would reduce the hours being spent by the Chairman.

G. Other

G. Lafontaine moved to request the Board of Selectmen to call a Special Town meeting for the purpose of increasing Acct. #407 Tax Collector by \$10,116.00 for fiscal year 2007-08, funds to come from fund balance. Motion seconded by L. Wesolowski. Motion passed 5 ayes to 1 naye, L. Finelli.

The board discussed ways of providing budget information to the public for informational purposes by making printed copies of the budget more widely available, posting information on the town website and using Lebanon Life. This would be done to provide residents with better information as to the budget process and share important dates of hearings, etc. but not to promote the budget in any way.

H. Adjourn

L. Finelli made a motion to adjourn. Motion seconded by P. Johnson. Motion passed unanimously. Meeting was adjourned at 10:26 pm.

Respectfully Submitted,

Lori-Ellen Wesolowski, Sec'y