

Board of Selectmen
Special Meeting
Thursday, November 18, 2010
5:00 PM
Town Hall Conference Room

MINUTES

- 1.0** The meeting was called to order at 5:13PM by First Selectman Joyce Okonuk. Selectman John Bendoraitis was present and Selectman Linda Finelli was absent due to illness. Audience: 2
- 2.0** Moved by Bendoraitis, seconded by Okonuk to enact a Proclamation honoring long-time Lebanon Volunteer Fire Department member Bob Cady for his 50 years of continuous active service to the Department. Vote: Yes, unanimous
- 3.0** Moved by Bendoraitis, seconded by Okonuk to reappoint Emil Pocock to the Board of Historical Preservation of the Jonathan Trumbull Jr. House, term to end 9/9/2013. Vote: Yes, unanimous
- 4.0** References were check on the low bidder Frank Martier of Sterling, Connecticut for the AARA-funded grant for window replacement project at Town Hall. Excellent feedback was received on Martier on other municipal work he has done on prevailing wage jobs involving certified payrolls. Moved by Bendoraitis, seconded by Okonuk to award the window replacement at the Town Hall to Frank J. Martier of Sterling, CT, in the amount of \$9,357.59 which reflects his original bid of \$8,527.61 plus a requested upgrade for Argon between glass panes in the amount of an additional \$829.98. Vote: Yes, unanimous
- 5.0** Financial Consultant Linda Savitsky presented a draft overview of the town financial operations highlighting an assessment of all financial operations for town departments with recommendations for the future. She cited the fact that the present Accountant is a part-time consultant working with the town since December 2009. The Bookkeeper is a full-time town employee working 35 hours per week. Besides detailing her findings, Linda's recommendations stated that the position of Town Account must become the centralized location for all fiscal records/operations. At present the consultant/accountant has caught up on backlog but cannot keep up on a weekly basis at part-time level. There are still reports, special projects, budget process, documentations and audit work that still will require the hours of a full-time staff member. She also suggested the scope of the position be expanded to include the responsibility for administering grants and employee benefits, to continue the documentation of all Finance functions, formalize back up for accounting functions, and numerous other ideas outlined in her recommendations. Another key recommendation was the implementation of a purchase order system for the town which would be initiated and coordinated by the Town Accountant. The review of our chart of accounts will begin tomorrow with a representative from Blum Shapiro here to work with the interim Town Accountant. Once that review is finalized and the accounts are expanded, the town should be able to utilize the grant tracker module on the ADS system to manage the accounting of the capital budgets. Written policies should be prepared in conjunction with this process.
- Savitsky recommends that the Boards of Selectmen and Finance adopt a plan and timeline to solidify the goal/direction of the town Finance Department.
- 6.0** The Selectmen voiced support of the Savitsky suggestions and will share her full draft presentation with the Board of Finance at their December meeting.
- 7.0** Moved by Okonuk, seconded by Bendoraitis to adjourn the meeting at 6:00 PM. Vote: Yes, unanimous

Respectfully Submitted,



Joyce R. Okonuk, First Selectman