

Lebanon Board of Education
Finance Subcommittee Meeting
Lebanon Middle School (LMS) Library
August 2, 2023 – 6:00PM

Minutes

PRESENT: Brian Green, Nicole McGillicuddy, Sarah Haynes, Dawn Whitcher

ALSO PRESENT: Superintendent Andrew Gonzalez, Valerie Belles, via video (Business Manager), Alexis Margerelli-Hussey

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Call to Order: Brian Green called the meeting to order at 6:00 PM.

- I. Safety/Security Grant Update
 - a. Mr. Gonzalez stated that while we received a “positive” decision letter, it did not necessarily mean that the District would receive a grant. The decision to award is expected by the end of August, 2023.
- II. Emergency Repair/Expense Update
 - a. The water heater was installed.
 - b. LES transfer switch was replaced.
 - c. LES Tech closet A/C split was replaced.
 - d. LES Flooring in kitchen was fixed.
 - e. LMHS block work has yet to be completed due to wet weather. If company cannot come and perform the work soon, a new vendor will be engaged.
 - f. LMHS catch basins will be cleaned and inspected.
- III. 2023 Budget Final Report
 - a. Ms. Belles stated the following:
 - i. Final FY 2023 checks to be signed and sent on August 3rd, 2023.
 - ii. Projecting a surplus of \$50,000
 - 1. This is primarily due to the efforts made in negotiations, refunds from M&J (bus service) for missed routes, and really managing funds.
 - 2. We expected to have a deficit with the extra \$90,000 expense of fuel oil.
 - 3. The committee commented on the excellent job managing funds.
- IV. FY 24 Budget
 - a. Ms. Belles stated the following:
 - i. Many one time/year expenses for the new fiscal year happen in July.
 - ii. Summer supply orders
 - iii. Summer repairs, etc.
 - iv. The new timekeeping system has been installed.
 - 1. There are time clocks at each school now.
 - 2. Training on the timekeeping system will occur during the week of school before the students begin their year.

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V. Audit

- a. Ms. Belles stated that the audit is in tech review currently.
- b. There were three findings between the Town and the BOE.
 - i. General Ledger maintenance.
 - ii. No established chart-of-accounts.
 - iii. Grant funding.
 - iv. All items at the BOE level have already begun to be addressed.
- c. The next audit cycle will begin almost immediately after the close of this cycle.

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VI. Priority Listing for Capital Budget

- a. Mr. Gonzalez stated that when BOE members met with the long-term planning study committee and the Board of Finance (BOF), they had requested a priority listing for capital items that need immediate attention. To that end, the following list was created:
 - i. Catch basin repair/replacement (identified by KROPP)
 - ii. District alarm system (safety and security issue)
 - iii. LES gym floor
 - iv. Doors and associated hardware (safety and security issue)
 - v. District restrooms
- b. Mr. Gonzalez also stated that the scan of the LMHS roof was completed and that the Facilities and Finance subcommittees would get a walk-through of options by the vendor.
 - i. Restoration may be a viable short-term (5-10 years) option?

VII. Brian Green adjourned this meeting at 6:29PM.

Respectfully Submitted by,

Brian Green, Finance Subcommittee Chair