

**Lebanon Board of Education**  
**Finance Subcommittee Meeting**  
**Lyman Memorial High School Library**  
**September 27, 2023 – 5:00PM**

**Minutes**

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

**ALSO PRESENT:** Superintendent Andrew Gonzalez

Page | 1

**Call to Order:** Brian Green called the meeting to order at 5:03 PM.

- I. Safety/Security Grant Update
  - a. Mr. Gonzalez stated that we still have not received an update from the State. The decision to award was expected by the end of August, 2023.
- II. Emergency Repair/Expense Update
  - a. LMHS block work was approved by the Board a few months back, but the original vendor failed to show up on multiple occasions. We received the quote on the roof, that included work that needed to be done to *all* block work, and not just the blocks identified by the Town as needing repaired.
    - i. Mr. Gonzalez will speak with the building official to provide him an update on the progress, so that he doesn't think we just put aside his comments.
    - ii. We will include the block work repair for all of LMHS when the roof project is done.
    - iii. We are awaiting a Town Meeting to see that the funds will be released.
    - iv. Central Office will reach out to the roofing contractor to see if we can schedule a date for the work to be completed.
  - b. Catch basin work
    - i. Two were repaired at LMHS, and one additional catch basin was identified as needing repair/replacement. We are awaiting a closer inspection of the 3<sup>rd</sup> catch basin, as it appears a pipe goes through it, and we may need to have a special basin manufactured in order to accommodate that space.
    - ii. We spoke of adding the catch basin(s) to the annual budget versus the capital budget, as it is an ongoing yearly maintenance project.
    - iii. The remaining catch basins were cleaned and inspected.
- III. 2023 Budget Final Report
  - a. Mr. Gonzalez has sent a request to the Board of Finance to have the excess funding from the FY23 budget to our non-lapsing account.
- IV. FY 24 Budget
  - a. No updates. Everything is status quo.
- V. Audit
  - a. There were three findings between the Town and the BOE.
    - i. General Ledger maintenance.

**Lebanon Board of Education**  
**Finance Subcommittee Meeting**  
**Lyman Memorial High School Library**  
**September 27, 2023 – 5:00PM**

- ii. No established chart-of-accounts.
- iii. Grant funding.
- iv. All items at the BOE level have already begun to be addressed.
- v. Improvements will make for a much easier budget cycle and for improved tracking of funds.

Page | 2

**VI. Priority Listing for Capital Budget**

- a. Mr. Gonzalez stated that many of the items on our capital listing are being addressed, or awaiting funding through the Town meeting process.
  - i. We spoke of moving some items to our Operating Budget instead of on the capital listing as they are reoccurring. We agreed that we should speak with the Board of Finance to let them know our plans and to get their feedback.
  - ii. This would/could increase some line items within our operating budget significantly.

**VII. Minimum Wage Increase**

- a. Mr. Gonzalez stated that the minimum wage will be increasing, but we are over that threshold in the District.
- b. We'll need to be mindful of the increasing minimum wage as it pertains to our non-affiliated employees.

**VIII. Review Policies Referred from Policy Subcommittee**

- a. #3324 – Ordering Goods and Services – Purchase Orders and Contracts
- b. #3451 – School Activity Funds
- c. #3451.5 – Petty Cash Funds
  - i. Mr. Gonzalez stated that the Business Manager has thoughts on these policies and did work to combine them. Ms. Belles was not able to attend this meeting, but will attend our next meeting to explain her thoughts.
  - ii. The committee would like to try to minimize all of the small funding accounts and track the balances within our accounting software (if possible) to try and make the Business Office's job a bit easier; more discussion to follow.

**IX. Brian Green adjourned this meeting at 5:47PM.**

**Respectfully Submitted by,**

Brian Green, Finance Subcommittee Chair