

**Lebanon Board of Finance**  
**Regular Meeting - March 19, 2024, at 7:00 pm**  
Town Hall Conference Room (in-person) and via Zoom  
**MINUTES**

**Members Present:** Mike Nintean (Chair), Philip Johnson (Vice-Chair), Diane Malozzi (Secretary), Gregg Lafontaine, Harold Nelson.

**Virtual Present:** Justine Spielman, Haley Messier (Alt.)

**Alternates Present:** John Noblet, Giselle Russo.

**Others present:** Kevin Cwikla, First Selectman; Hayley Wagner, Finance Director

Recording begins.

**1.0 Call to Order**

M. Nintean called the meeting to order at 7:00 pm.

G. Russo to sit for J. Spielman.

**2.0 Correspondence**

BOE February 29, 2024, Financial Reports

**3.0 Public Comments**

None

*J. Spielman joins the meeting online at 7:05 pm.*

**4.0 Consent Agenda**

a) Minutes – Regular BOF meeting February 20, 2024

b) Minutes – Special BOF meeting February 27, 2024

c) Minutes – Special BOF meeting March 2, 2024

**Consent agenda carries with no objections.**

**5.0 Town-wide Updates**

**5.1 BOE Update with Superintendent Gonzalez**

Update sent to Board of Finance members via email.

**5.2 Town Update with First Selectman Cwikla**

K. Cwikla updated the BOF on the Community Center renovation project, the tree removal project and the drainage problems and water damage issues from excessive rain.

**6.0 Fiscal Year 2023-2024 Financial Reports:**

**6.1 Expenditures**

The Board discussed expenditures with H. Wagner. A surplus in Dept. 400, Legal is anticipated. H. Wagner said does see with Depts. 430 and 431 coming in under budget at this time. Dept. 433, Snow removal, will likely be over budget due to the BOE budget estimate being \$10,000.00 lower than the contract price. H. Wagner said to date \$55,200.00 has been expended from that account of originally \$92,000.00. Regardless of any future weather the full \$92,000.00 must be paid.

**6.2 Revenues**

No concerns brought forward.

**6.3 Town Improvement Plan (TIP)**

The Board reviewed the TIP report with H. Wagner. It was suggested that report would be helpful if those projects that are completed are listed as such on the report. H. Wagner will update those projects in the status column. H. Wagner will add to the report to clarify which projects are encumbered, completed and the totals accordingly.

**6.4 School Improvement Plan (SIP)**

H. Wagner commented that the BOE does prepare a report similar to TIP but the Finance Office has not received it in compliance with the BOF policy. She has addressed this with the BOE finance director and will receive these in the future.

**6.5 BOE non-lapsing**

H. Wagner said the non-lapsing has a report similar to SIP and she will request that report quarterly as is stated in the policy.

## **7.0 Unfinished Business:**

### **7.1 Discuss and act on the pending motion postponed from February 20<sup>th</sup> regular meeting.**

The pending motion is: H. Nelson MOVED that for this budget cycle the Lebanon Board of Finance operate under the guideline that any committee member or alternate who has a spouse that works or volunteers for an entity that offers a budget to this body be required to abstain from the final vote regarding the budget for that entity. J. Spielman SECONDED.

Chair conducts roll call vote.

### **MOTION FAILS: 5:1**

H. Nelson in favor.

## **8.0 New Business:**

### **8.1 Review the following Fiscal Year 2024-2025 budgets:**

#### **a) Department 461 – Planning & Zoning**

Presented by Philip Chester

Proposed budget includes contractual salary increases and a \$25.00 increase for recording secretary for a total of \$100 per recording, which is approximately \$300.00 total per year. This salary has not been increased in ten years and has remained at \$75.00 per meeting. Legal is not rolled into the Town legal department but both use the same attorney. The legal line for P & Z has increased \$400.00. The increase is for increased use of attorney to prevent or reduce potential legal action against the Town. Funds are needed to be in place should legal action be required.

No Public Comment

#### **b) Department 469 – Conservation**

Presented by Philip Chester

Proposed budget is static and remains flat.

No Public Comment

#### **c) Department 467 – Inland Wetlands**

Presented by Philip Chester

Proposed increase for the Land Use Secretary, as the P&Z recorder. \$100.00 per recording and approximately \$300.00 per year. Increase of \$3,000.00 added for the Building Official. Increase in rain, increase in water, increase in development and the complaints to Inlands/Wetlands. The town has an average of wet lands average 2% higher than the State average. The town does not have an engineer so it falls on a consultant who has asked the town for the increase. The fee structure has been changed to direct much of the fees to the applicant. Many line items are individual but appear to be in two accounts due to the Town Planner spreading his services/salary among multiple departments but the salary falls under one department.

#### **d) Department 406 – Finance Office**

Presented by Haley Wagner

Proposed budget lower than previous budget due to reduction in staffing. The current part time employee took a full-time position elsewhere and H. Wagner said there is no need for that extra position for the upcoming budget year. Potential savings in office supplies noted.

No Public Comment

#### **e) Department 418 – Insurance**

Presented by Haley Wagner

Proposed Increase of 3% + \$3,000 for adjustments in the FY. As an example, in this FY an adjustment was made for the playscape at Tyler Field. There is \$15,000.00 for cyber insurance which the Town does not qualify for at this time. We need to meet tech requirements, but we are working with Novus to get the town up to up to the level to qualify. We have not secured a policy in the last few years.

No Public Comment

#### **f) Revenues**

Presented by Haley Wagner

A couple of hundred thousand down from what was budgeted in FY2023-24 due to school tuition. Difference from BOE presentation is \$7,341,000.00 to \$7,141,100.00. Opportunity to increase investment revenue line brought up from current proposal. Grand list is up significantly higher due

to property reevaluations.

No Public Comment

## **9.0 Subcommittee Updates and Actions**

### **9.1 Policies & Procedures**

D. Malozzi briefed BOF policy review of School Improvement Plan. Committee will research creating BOF bylaws.

### **9.2 Long Term Planning**

M. Ninteau said the committee plans to meet after budget is finalized.

### **9.3 Audit**

P. Johnson, no report.

### **9.4 School Study**

M. Ninteau reported that next meeting will be in April.

## **10.0 Other**

None

## **11.0 Adjourn**

Hearing no further business, M. Ninteau adjourned the meeting at 8:29 pm.

Recording ends.

Respectfully submitted,

Laurie Bergeron

Recording Secretary

Diane Malozzi

Secretary, Board of Finance

March 22, 2024