

LEBANON BOARD OF FINANCE

REGULAR MEETING

August 17, 2021 - 7:00 pm

Zoom Video Conference Call

MINUTES

Members Present: Elizabeth Charron, Meghan Bruce, David Scata, Diane Malozzi, AJ Dunnack, Michael Nintean (Alternate)

Members Absent: Gregg LaFontaine, Tony Tyler (Alternate), Dennis Cronin (Alternate)

1. Call to order – L. Charron called the meeting to order at 7:00 pm. M. Nintean will sit for G. LaFontaine.

NOTE: Due to systems issues in Town Hall, no reports were available for the meeting. Items B, C, and D were not discussed.

2. Correspondence –

a. Information on virtual & in-person meetings via email from Bernie Dennler on July 9, 2021

3. Minutes

a. Regular BOF Meeting on 6/15/2021 – M. Bruce MOVED, D. Scata SECONDED the motion to approve the minutes as written. Motion PASSES with 5 ayes and 1 abstention (D. Scata)

b. Subcommittee Meeting on 7/8/2021 – Information Only

4. Public Comments – No public comments.

5. Financial Report: Reports for Fiscal Year 2020-2021 Expenditures, Revenues, TIP/SIP, BOE Non-Lapsing Account, and Contingency Balance/Fund Balance

Questions were raised to Valerie Belles, Senior Finance Analyst, about closing the FY20-21 accounts. V. Belles mentioned that she was working on preparing the trial balance for the town auditor.

D. Scata MOVED, M. Nintean SECONDED the motion to add to the agenda under New Business the following: "Consider & act on transferring funds from Contingency to cover town operating budget overages/account deficiencies to close-out and balance the town operating budget for FY20-21." Motion passes UNANIMOUSLY.

6. New Business

a. Consider & act on transferring funds from Contingency to cover town operating budget overages/account deficiencies to close-out and balance the town operating budget for FY20-21 – Specific operating budget accounts with deficits were discussed with details on why the accounts ran negative balances. The following accounts had deficits that needed to be addressed, with the specific overage:

Account 400 – Legal - \$28,859

Account 402 – Elections - \$2,756

Account 415 – Computer Services - \$8,023

Account 433 – Snow Removal - \$11,496

Account 436 – Solid Waste - \$11,026

Account 449 – Switchboard - \$775

The Board discussed the overall health of the town and using Contingency for the transfers. Contingency remained untouched in FY20-21 with \$160,000 remaining.

M. Ninteau MOVED, M. Bruce SECONDED the motion to transfer \$62,935 from Contingency to cover budget deficits in the following accounts:

Account 400 – Legal - \$28,859

Account 402 – Elections - \$2,756

Account 415 – Computer Services - \$8,023

Account 433 – Snow Removal - \$11,496

Account 436 – Solid Waste - \$11,026

Account 449 – Switchboard - \$775

Motion passes UNANIMOUSLY.

- b. **Discuss and act on future BOF meeting format (virtual, in person, hybrid approach)** – The Board discussed the correspondence from Bernie Dennler around meeting format. D. Scata MOVED, D. Malozzi SECONDED the motion to continue Zoom/virtual Board of Finance meetings, with the ability to re-visit the decision monthly until April 30, 2022. Motion PASSES with 5 ayes and 1 abstention (M. Ninteau).

7. Subcommittee updates

- a. **Policies & Procedures** – D. Malozzi provided the Board updates and work in-progress about the policies under review. During this portion of the agenda, the Board experienced unexpected technical difficulties and the Zoom meeting was terminated. Additional information may be provided to the Board on status via email. This will also be a topic at the next monthly regular meeting.
- b. **Shared Services** – See above. Will be addressed at the next monthly regular meeting.

8. Adjourn – Due to technical difficulties, the meeting was adjourned at 7:45 PM.

Respectfully Submitted,
Meghan Bruce
Vice Chairman

Please see the minutes of subsequent meetings for the approval of these minutes and any corrections