

LEBANON BOARD OF FINANCE
REGULAR MEETING - Via Zoom/phone.

January 17, 2023 - 7:00 pm

MINUTES

A recording of this meeting is posted on the Town website.

AGENDA

Recording Begins.

Members Present: Meghan Scott, Vice Chair; Diane Malozzi, Secretary; Philip Johnson.

Alternates Present: Mike Ninteau

Members Absent: Liz Charron, Gregg Lafontaine, David Scata, Alternates; Haley Messier,
A.J. Dunnack

Others Present: Kevin Cwikla, First Selectman; Hayley Wagner, Finance Director; Sarah Haynes,
Chair Board of Education; Laurie Bergeron, Recording Secretary.

1.0 Call to order.

A quorum being present M. Scott called the meeting to order at 7:02pm.
M. Ninteau to sit for L. Charron

2.0 Correspondence

Board of Education Financials email to BOF 01/08/2023

3.0 Minutes

3.1 Regular BOF meeting 11/15/2022

*P. Johnson MOVED to accept the minutes of the 11/15/2022 regular meeting; D. Malozzi
SECONDED.*

MOTION CARRIED: 4:0

3.2 Information Only Subcommittee Minutes

Policy & Procedures Subcommittee meeting 12/14/2022
Long Term Planning Committee Subcommittee meeting 1/3/2023
Policy & Procedure Subcommittee meeting 1/11/2023

4.0 Public Comments

None

5.0 Town -wide Updates

5.1 Board of Education Update with Superintendent Gonzales

Sarah Haynes, Chair of the Board of Education updated the BOF with the budget process and development in Superintendent Gonzalez's absence. She said the beginning budget request came in at a 7.2% increase to the current budget. The BOE is looking at possible reductions in staffing and insurance costs. Contracts for some educators and secretarial positions are still in negotiations. The BOF inquired about student enrollment. She said enrollment is projected to be slightly increased over the next few years, but that is only a projection. The BOE is going through all projects that have been on the list for consideration for last ten years and trying to prioritize them. M. Scott suggested that Long Term Planning Committee meet with the BOE Planning Committee prior to budget meeting to get an idea of what projects are coming forward so the budget can reflect the needs of the Town.

5.2 Town Update with First Selectman K. Cwikla

K. Cwikla said the Board of Selectman, (BOS), has begun their budget process. Much discussion has involved the potential of a new Department of Public Works, (DPW), site. Property at 859 Beaumont Highway is for sale that may meet the needs of the Town. Costs have significantly increased since the DPW plans of 2018 and 2019 that did not pass referendum. M. Scott asked if the BOS was planning to go on the Annual Town Meeting with the project. K. Cwikla said that they are planning to present the purchase of property and building of DPW building at a town meeting to be called sometime in February. M. Scott questioned the total cost and asked if the old policy of a limit on an amount to bring to town meeting is still in effect through the current charter. M. Nintean confirmed the limits are still in effect through the Charter. M. Scott suggested BOS and BOF get together to work out the financial logistics and the effect if any to the mill rate.

6.0 Financial Reports

6.1 Updates for Fiscal Year 2021-2022 Expenditures, Revenues, TIP/SIP, BOE non-lapsing

The BOF reviewed the financial reports with Finance Director, H. Wagner. She said the current expenditures and revenues do not show any causes for concern at this time. She said the auditors have begun the audit and should have a solid figure for fund balance in the near months.

7.0 New Business

7.1 Consider and act on requesting the BOS to call a special town meeting for the purpose of authorizing entering into a contract for the purchase of a new ambulance for up to four hundred fifty thousand dollars (\$450,000.00), with funds to come from fund balance.

P. Johnson MOVED to request the BOS to call a special town meeting for the purpose of authorizing entering into a contract for the purchase of a new ambulance for up to four hundred fifty thousand dollars (\$450,000.00), with funds to come from fund balance. D. Malozzi SECONDED.

Discussion ensued. Jay Schall spoke to the BOF of the need for the new ambulance. He said this ambulance will replace or potentially be a second ambulance for the department. There is a two to three year wait time for a new ambulance so getting a contract signed now could keep costs down. He said this would help the Fire department implement a new plan to extend the replacement life of an ambulance and ensure the Town has what it needs for emergency response.

MOTION CARRIED 3:1

P. Johnson opposed.

7.2 Consider and act on correcting the June date in the calendar for the regular Board of Finance meeting in 2023.

NO ACTION TAKEN

7.3 Consider and act on revisions to the calendar for budget meetings in 2023.

M. Nintean MOVED to add Fire Marshal, Department 423, to the budget meeting with Fire Department on Saturday, March 4, 2023. P. Johnson SECONDED.

MOTION CARRIED 4:0

8.0 Subcommittee Updates and Actions

8.1 Policies & Procedures Subcommittee

- a. Discuss and act on Fund Balance Policy & Procedures**
- b. Discuss and act on Capital and Non-Recurring Policy & Procedures**
- c. Discuss and act on Capital Assets Policy & Procedures**
- d. Discuss and act on Lease/Purchase Policy & Procedures**

D. Malozzi MOVED to postpone actions requested on the above four Policies and Procedures to the next regular BOF meeting in February. P. Johnson SECONDED.

MOTION CARRIED 4:0

8.2 Long term Planning

M. Scott reported that the Long-Term Planning Committee heard from Fire Department regarding replacement of ET 106 and Ambulance. Determined that ambulance replacement would be brought to BOF for approval. DPW building – will work to meet with BOF to get a better estimate of timeline for purchase of property and construction of building.

8.3 Audit

P. Johnson – No report.

9.0 Other

10.0 Adjourn

Hearing no further business M. Scott adjourned the meeting at 8:02 pm without objection.

Recording ends.

Respectfully submitted,
Laurie Bergeron, Recording Secretary
Diane Malozzi, Secretary, Board of Finance
January 19, 2023