

Lebanon Board of Finance
Regular Meeting July 18, 2023 at 7:00 pm
Fire Safety Complex Meeting Room (in-person) and via Zoom

Minutes

A recording of this meeting is posted on the Town web site.

Present in person: Liz Charron (Chair), Diane Malozzi (Secretary), Gregg Lafontaine. Mike Nintean (Alternate).

Virtual Presence: Meghan Scott (Vice Chair).

Absent: Phil Johnson, David Scata. Alternates; Haley Messier, AJ Dunnack.

Also present: Hayley Wagner (Finance Director), Kevin Cwikla (First Selectman), Jay Schall (Chief, LVFD)

1.0 Call to order.

A quorum being established, L. Charron called the meeting to order at 7:00 pm.

M. Nintean to sit for D. Scata.

2.0 Correspondence

None

3.0 Minutes to discuss and approve

3.1 Regular BOF meeting 6/20/2023

A typo under Section 7.1, after \$229,000.00, the word move is struck out and the word more inserted.

M. Nintean MOVED to approve the 06/20/2023 BOF regular minutes with one correction. M. Scott SECONDED.

MOTION CARRIED 3:0

G. Lafontaine, M. Scott abstaining.

4.0 Public Comments

None

5.0 Town-wide Updates

5.1 BOE update with Superintendent Gonzalez

No update.

5.2 Town update with First Selectman Cwikla

K. Cwikla gave an update on the status of ongoing town projects and what has been completed.

6.0 Financial Reports: Fiscal Year 2022-2023 Expenditures, Revenues, TIP/SIP, BOE non-lapsing

H. Wagner said the yearend financials for FY 2022/23 are wrapping up with about fifty to seventy-five thousand in expenses left to book and the operating surplus should be about three hundred thousand dollars.

It was discussed that information concerning transfers on the exhibit is confusing. H. Wagner said that is what was done in the past and it has carried over. Transfers outside the budget will no longer be shown on the exhibit and transfers will be recorded within the appropriate fund.

The BOE is going through the budget numbers. Revenue is pretty solid with a surplus expected of about eight hundred thousand dollars.

Unassigned fund balance is above where the Board wanted it to be.

7.0 New Business

None

8.0 Subcommittee Updates and Actions

8.1 Policies & Procedures – consider and act on

a) Capital & Non-recurring policy & procedures

b) Capital Assets policy & procedures

D. Malozzi said the committee has not met to discuss the feedback from a prior meeting. She said there was interest in adding language concerning long term planning and said a meeting with a member involved would be more beneficial in terms on understanding what is wanted. M. Scott volunteered to meet with the P&P subcommittee to address that issue.

NO ACTION TAKEN

8.2 Audit

H. Wagner said updated financials Have been sent to the auditor for final review. No findings have been reported by the auditor at this time, only financial reports.

8.3 School Study Committee

The committee will meet on Monday, June 24, 2023. Discussion will be on information received from another town that has gone through the process and to see how it was done. L Charron stated she would like the work to be done my November. L. Charron said all board members may submit questions to the Study committee online, but no discussion will take place unless it is held in a properly warned meeting.

Hearing no objection Item 9.0 taken up.

9.0 Other

The Board was reminded that with the upcoming review and reconciliation of the FY 2022/23 budget there is an outstanding matter of a fund transfer from the WPCA due to an abandoned project.

It was noted that the audio for Zoom/Hybrid meetings have not been posted since March 2023.

8.4 Long Term Planning

a) Update Long Term Planning Committee

M. Scott said the current five-year plan may have to be given thought to change to a ten-year plan.

b) Walk through of Fire Department facility and equipment – Note: this agenda item will be in person only

FC Jay Scall gave a presentation out lining the future goals of the LVFD.

8:00 pm. L. Charron, M, Ninteau, and G. Lafontaine, M. Scott leave the meeting.
Meeting ends due to lack of quorum.

Recording ends.

8:22 pm L. Charron, G. Lafontaine, M. Ninteau return to meeting. Meeting resumes.

10.0 Adjourn

Hearing no further business L. Charron adjourned the meeting at 8:23 pm.

Respectfully submitted,
Diane Malozzi (Secretary)
July 20, 2023

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