

Lebanon Board of Finance Regular Meeting August 15, 2023 at 7:00 pm
Town Hall Conference Room (in-person) and via Zoom
MINUTES

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

Members Present: Diane Malozzi (Secretary), Gregg Lafontaine, Philip Johnson, Mike Nintean (Alternate).

Members Virtual present: Liz Charron (Chair) and David Scata.

Also present: Kevin Cwikla, First Selectman; Hayley Wagner, Finance Director; Andrew Gonzalez, Superintendent

Absent: Meghan Scott; Alternates Hayly Messier and A.J. Dunnack.

Recording begins.

1) **Call to order**

L. Charron called the meeting to order at 7:02 pm.
M. Nintean to sit for M. Scott.

2) **Correspondence**

- a) **2021-22 FY Audit – emailed to BOF on 8/11/23**
- b) **Information on BOE snow removal contract – emailed 8/11/23**

3) **Minutes to discuss and approve**
Regular BOF meeting 7/18/2023

L. Charron corrected the minutes under 8.3. "The committee will meet on Monday, ~~June~~ July 24".
P. Johnson MOVED to accept the minutes, as corrected, of the regular BOF meeting on July 18, 2023.
M. Nintean SECONDED.

MOTION CARRIED: 4:0

P. Johnson, D. Scata abstained.

4) **Public Comments**

None

5) **Town-wide Updates**

a) **BOE update with Superintendent Gonzalez**

Superintendent Gonzalez said an approximate surplus for the 2022-2023 budget year is expected to be \$50,000.00. Final numbers should be available after the September BOE meeting and he is expecting a request be made to the BOF for any surplus to be transferred to the non-Lapsing account. Enrollment for the 23-24 school year is up 25 students from last year consisting of kindergarten, high school and special education students. An infrared scan of the roof at the high school has been completed. Mr. Gonzalez explained various options going forward to address the repairs.

b) **Town update with First Selectman Cwikla**

First Selectman Cwikla updated BOF with roads improvements happening in town. Roof Issues at Fire Safety Complex have been remediated with screw and fastener work. The

Community Center was reevaluated for exterior and interior upgrades. Some funds have been allocated from the Jonathan Trumbull Trust fund, but ARCA funds projected to be used for larger scale improvements and repairs. The pool will be closed down about Labor Day.

- 6) **Financial Reports: Fiscal Year 2022-2023 Expenditures, Revenues, TIP/SIP, BOE non-lapsing**
BOF reviewed revenue balances, \$164,000 uncollected at the time of the current audit, but approximately \$250,000 collected from previous years. Schedule can be found in audit under Revenue. Expenses, G. Lafontaine suggested under police services expenditures, to have a notation made to see revenue. P. Johnson inquired as to fringe benefits line. H. Wagner said fringe benefits includes health insurance, dental and pension making it fluid due to staffing changes. Budgeting for this line is done at the staffing levels present at time of budgeting.

7) **New Business**

- a) **Consider and act on budget transfers for 2022-23 FY.**

P. Johnson MOVED to transfer funds to the following 2022-2023 department budgets with funds to come from contingency: Legal #400, nine thousand eight hundred seventy six dollars and no cents, (\$9,876.00) Elections #402, one thousand four hundred one dollars and no cents, (\$1,401.00), Building Department #425, two thousand sixty three dollars and no cents (\$2,063.00), Fire Safety Complex #427, one thousand one hundred twenty two dollars and no cents, (\$1,122.00), Solid Waste #436, eight hundred seventy eight dollars and no cents, (\$878.00). G. Lafontaine SECONDED.

MOTION CARRIED: 6:0.

G. Lafontaine MOVED to request the board of selectmen to call a special town meeting for the purposes of authorizing a transfer from contingency to police services in the amount of twenty-seven thousand, four hundred, five dollars and no cents, (\$27, 405.00). D. Scata SECONDED.

MOTION CARRIED: 6:0.

Consider and act on approving an invoice for the 2021-22 FY audit.

M. Nintean MOVED to authorize the Finance Director to pay the invoice for the audit of two thousand dollars and no cents, (\$2,000.00). P. Johnson SECONDED.

MOTION CARRIED: 6:0.

Subcommittees Updates and Actions

- b) **Policies & Procedures** – D. Malozzi reported that the committee met to discuss adding the language for long term planning to Capital procedures.
- c) **Long Term Planning** – No report. Have received new information from BOE. Will plan to meet with BOE and BOS to discuss plans.
- d) **Audit** – No report
- e) **School Study** – School Study Committee officially established by the Board of Selectman. The committee is looking at bringing in vendors to discuss all areas to be included in study. Approximately one and half years before completion. Should be completed before budget season of 2025. D. Scata suggested other topics to be included in study. Suggestions and concerns to be addressed at the regular BOF meeting on 8/16.

8) **Other**

H. Wagner inquired during budget process under capital for DPW vehicles. Was it our intention to get into a three-year lease or fund it over 3 years and purchase when funds

are available? The Board discussed the pros and cons of leasing vs purchase and the requirements of town meeting approval. The long-term planning members will discuss this further at their meetings and inform the Board of Finance.

G. Lafontaine reminded the BOF that the WPCA is asking the BOF to return \$10,000.00 that was transferred to town for the joint purchase of a jet truck, but that purchase was eventually abandoned. WPCA would like to see those funds returned. H. Wagner noted that those funds are available.

D. Malozzi MOVED to add to the agenda; to consider and act on the request to return \$10,000.00 to the WPCA for a purchase that was abandoned. P. Johnson SECONDED
MOTION CARRIED: 5:0

G. Lafontaine abstained.

M. Ninteau MOVED to request the Board of Selectmen to call a special Town Meeting for the purpose of transferring ten thousand dollars and no cents, (\$10,000) from Capital to the WPCA Fund #235 for funds that were not used on an abandoned project. D. Malozzi SECONDED.

There was a discussion if whether a Town meeting is necessary for approval. H. Wagner will reach out to the auditor for clarification.

P. Johnson MOVED that the previous motion be postponed until the September meeting. D. Malozzi SECONDED.

MOTION CARRIED: 6:0

9) **Adjourn**

L. Charron, hearing no objection, adjourned the meeting at 8:02 pm. Recording ends.

Respectfully submitted,
Laurie Bergeron, Recording Secretary

Diane Malozzi, Secretary
Board of Finance
August 17, 2023

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