

**Lebanon Board of Finance
Regular Meeting—November 21, 2023
7:00 pm
Town Hall Conference Room
(in-person) and Via Zoom
Minutes**

Members present: Diane Malozzi, Gregg Lafontaine, Philip Johnson, Mike Ninteau, Justine Spielman
Alternates present: John Noblet, Gisele Russo

Also present: Kevin Cwikla, First Selectman; Hayley Wagner-Finance Director

Recording begins.

1. Call to Order and introduction of New Members

Diane Malozzi, Acting Chair, called the meeting to order at 7:00 pm

D. Malozzi seated alternate John Noblet to the vacant seat.

2. Consider and Act on the election of BOF officers. Chairman, Vice-Chairman and Secretary

D. Malozzi motions to move this item due to extenuating circumstances and new members to the next meeting. Seconded by Gregg Lafontaine.

The Acting Chairman clarified that this would be moved to the next regular meeting.

Affirmative votes:

D Malozzi/G. Lafontaine/M. Ninteau/J. Spielman/J. Noblet

Abstain

P. Johnson

Motion carried : 5 : 0 : 1

3. Correspondence

- a. BOE October Financial Reports

4. Minutes

Regular BOF meeting on 10/17/2023

Corrections to minutes as posted.

Gregg Lafontaine questioned wording on item 8 1 b indicating a typo. Wording in minutes should be - Funds remaining after the completion of a project are reallocated to the Capital Fund

Correction of item 7.1

The figure of \$56,787.98 should be \$59,805.48 for total amount

No further corrections. Minutes approved as drafted.

5.0 Public Comments

No public comments

P. Johnson requested the Board return to minutes to make correction on 7.1
Corrections so noted. Moving on

6.0 Town wide updates

a. BOE update with Superintendent Gonzalez

Not available

b. Town update with First Selectman Cwikla

Renovations of Community Center continue and getting ready for next budget season

7.0 Financial Reports

7.1 Fiscal Year 2023-2024 Expenditures, Revenue, TIP/SIP, BOE non lapsing

Expenditures

H. Wagner stated elections might be over expended, on watch.

P. Johnson provided clarification to the new members that the Volunteer Fire Dept and the BOE is reported on these reports. 50% has been given to the VFD already with the other 50% around the first of the year. One line item is for BOE expenditures and Finance office balances monthly with the BOE.

G. Lafontaine asked about account 433, Snow removal. Specifically, the school contract. H. Wagner, Finance Director stated that the contracted amount is \$92,000 which is slightly higher than the budget amount of \$82,220.

J. Spielman -Computer services 51% remaining. Many annual computer maintenance subscriptions are paid at the beginning of the Fiscal Year. On the BOE piece – 6.6 million, October YTD is 6.2 million. Some of the expenses are grants, transfers from the grant fund are throughout the year.

Revenue

Interest income exceeds budget

ECS payments and Vo-Ag revenue are received in January with the balance in April.

School tuition is based on the October 1st enrollment and tuition payments are received in November/December time frame.

Delinquent tax interest reported monthly. Report received from Tax Collector.

School tuition in November is for this school year

SIP

No comments

Returned to SIP to discuss Asbestos abatement is In the Capital Fund 220 SIP for \$120,000.

TIP

No questions

Technology

Comments on the \$43,000 worth of chrome books. Is that in the normal replacements cycle which is 3-5 years. Finance Director stated should be directed to Superintendent and BOE

Non Lapsing

About \$232,00 left in this account per Finance Director.

8.0 New Business

a. Consider and act on the payment of invoice from Clifton Larson Allen for the first installment of the FY 23 Audit in the amount of \$14,000.00

Acting Chair Malozzi indicated that this is a 3 year contract, entering the second year. The authorization gets Town on schedule with auditors. Funds budgeted.

J. Spielman asked questions on overall cost of audit. Approx \$57,000

P. Johnson questioned the dates of the audits. H. Wagner affirmed the dates are correct.

Motion by P. Johnson, seconded by G. Lafontaine to authorize the expenditure of \$14,000.

Motion carried 6:0:0

b. Consider and act on authorizing an extension the FY2023 audit

P. Johnson makes motion to authorize extension of FY2023 audit. Seconded by J. Spielman

Last audit was late, auditors still need to do the field work. File for extension 30 days in advance to extend to Jan 31, 2024

Motion carried unanimously.

c. Consider and act on the calendar for 2024 regular meetings

D. Malozzi made a motion and P. Johnson seconded to accept the calendar as presented for the 2024 calendar year.

M. Nintean requested consideration for Zoom and hybrid model meetings. He feels alternates in the room should be seated if they are in person and the full member is not.

D. Malozzi explained the different options.

M. Nintean stated that the BOF can create their own policy. Would like to have that discussion.

Accept calendar dates, but postpone how the BOF does their meetings to the next regular meeting.

Motion carried that the calendar dates accepted. Motion passes unanimously.

d. Consider and act on the calendar for the 2024-2025 FY budget process

D. Malozzi made a motion to approve the budget calendar, G. Lafontaine seconded motion.

Discussed budget calendar/automatic referendum/public hearing timing/annual town meeting

Motion to amend the calendar to include the snow date of March 23, 2024, made by G. Lafontaine, seconded by P. Johnson. .

All in favor of approving calendar with the amendment as presented. Motion carried unanimously.

e. Consider and act on the guidance letter to boards and commissions for the 2024-2025 FY budget process

D. Malozzi makes motion to accept the letter as amended with the change in salutation to be from "The Board of Finance". **Motion carried unanimously.**

f. Discuss process for budget books

Acting Chair Malozzi explained the process for the budget books. Please advise finance office if you wish the books electronically or by pdf before distribution date in February.

g. Discuss process for alternate designations

Acting Chair Malozzi explained that full members should identify their alternate designations in numeric order

9. Subcommittee updates and actions

Postpone to next meeting

a. Consider and act on assignments to subcommittees

- i. policies and procedures-no action
- ii) long term planning-reassigned
- iii) audit-covered everything
- iv) School study-currently members will stand until they finish
Members who were seated through the Board of Selectman may stay on

10. Other

First Selectman Kevin Cwikla read a letter from Meghan Bruce Scott.

P. Johnson made a motion to return to item '2.0 Consider and act on election of BOF Officers, Chairman, Vice Chairman, and Secretary. No second on motion. **Motion fails.**

J. Spielman asked question on filling the vacancy. K. Cwikla explained the process via the Charter.

11. Adjourn

The chair adjourned the meeting at 8:05 pm

Respectfully submitted

Betsy Petrie McComber

Acting secretary