

Board of Finance
Special Meeting – March 28, 2023
Zoom
MINUTES

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

Members Present: Liz Charron (Chair), Meghan Scott (Vice Chair), Diane Malozzi (Secretary), Philip Johnson, Gregg Lafontaine, and David Scata.

Alternates Present: Mike Ninteau Haley Messier. AJ Dunnack joined at 7:03.

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

Recording begins.

1.0 Call to Order

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

2.0 Correspondence

E mail from Hayley Wagner, Finance Director, regarding Solid Waste budget.

E mail from Sandy Tremblay, Recreation Director, regarding proposed playscape project estimate.

3.0 Discuss and act on:

3.1 Budget proposal for the 2023-24 Fiscal Year.

L. Charron stated that if there is no objection discussion will be limited to 8:30pm. Hearing none the discussion is limited to 8:30 pm.

L. Charron screen shared a budget summary with some non-binding appropriation changes to see the overall bottom line to the budget, and asked members to provide additional suggestions and comments.

Dept. 400, Legal Counsel, was lowered to \$50,000.00 from \$75,000.00.

Dept. 433, Snow Removal was lowered from \$295,611.00 to \$250,000.00. L. Charron said the lower amount fits the historical average.

Dept. 436, Solid Waste Facility. H. Wagner explained the disposal fees averages from FY2022 and 2023 in her email to the Board. She said the current vendor for removal has indicated fees may double for FY 2023-24 which could be as high as \$100,000.00. K. Cwikla said the Town has reached out to other vendors for costs. Transfer Station fees may go up July 1, 2023 to offset increases from the vendor. G. Lafontaine said that if there is a plan to increase customer fees and the increases are shown on revenue

side, then an equal amount should be shown on the expenditure side. No change suggested at this time.

Dept. 449, Dispatch Switchboard, was lowered to \$18,505.00 from \$19,388.00.

Dept. 461, Planning & Zoning. The legal line item is seeing a large increase. M. Scott asked if we should leave it as is and adjust with contingency. G. Lafontaine asked why this doesn't go through Dept. 400, and if this the increase requested was projected through P & Z experience. No change suggested at this time.

Fund 213, Library, was lowered to \$352,000.00 from \$364,071.00. The board discussed a reduction of approximately 3% for various thoughts. M. Scott said we have bottom line authority and to stay on task with that.

Fund 221 Senior Van transportation was lowered from \$87,716.00 to \$70,000.00. L. Charron asked what the balance is in the van fund. H. Wagner said it is a healthy balance. Updates on the balance column are shown in Capital.

The discussion moved from the summary sheets to the Capital and Non-recurring documentation. H. Wagner said there are changes to current balances reflected in budget actuals versus requested. L. Charron noted changes. L. Charron asked about reallocating available funds. H. Wagner reached out to departments for clarifications. She said some are not completed and the departments are holding funds. M. Scott said that once a project is completed, accounts should not remain open to continue past original plan/request in adding additional customizations. D. Malozzi said funds should only be expended to meet the scope of the project and anything outside of the original approved project should not be approved. D. Malozzi said this might be something to consider in the BOF policies and procedures. M. Scott commented that we should be specific what funds are appropriated to project. Once project is completed, funds should be locked. No additional items should be added to project. There is a balance of \$10,000.00 remaining for a Jet truck. G. Lafontaine explained that the WPCA had agreed provide funds to update and outfit a truck for the DPW. The DPW sold the truck. The WPCA asked for the funds to be returned. This will need to be added to a BOF future meeting agenda for action. L. Charron asked which projects have funds leftover that are available to move. H. Wagner will research projects such as the salt shed and Aspinall field. She will check if the FSC passage doors are a TIP or Capital leftover.

The Board discussed appropriation requests. Change Highway Paving to \$550,000, from \$650,000.00.

DPW \$155,000 for the balance of the 2023 Plow truck and an additional plow truck for 2024 at \$245,000.00. H. Wagner said there is an increase in interest costs for purchases/leases. She said current rates are at 7 – 8% for leases.

M. Scott said purchases will be at least 2 years out and asked if the lease could be combined for more than one truck. H. Wagner researched the costs of leasing or buying outright and the financial impacts of each.

M. Scott said that BOF should earmark what they are in support of funding versus final dollar amounts.

L. Charron suggested that the Tree Removal line be kept level with intention to fund with overages from other line items.

Sandy Tremblay, Recreation Director gave an update on the playscape project. An e mail was sent earlier detailing the project and an increase of \$37,000.00 bringing the cost to \$97,000.00. She said she received additional information this afternoon regarding site prep etc. and the cost is now \$120,000.00. D. Malozzi said this is double the original request and if the \$13,500.00 already collected from a fundraiser at Pride's Corner is included. S. Tremblay said no. The 120,000.00 does not reflect those funds.

M. Nintean suggested that \$45,000.00 for the stone wall at the Synagogue Cemetery could be funded in the future through fund balance.

L. Charron suggested the pickup truck for the Fire Marshall be lowered to \$20,000.00 from \$60,000.00. She said the DPW director thought that good used trucks are selling from the State auctions at much lower prices than new. D. Malozzi suggested bumping it up to \$25,000.00 to accommodate outfitting the truck to meet security and operational requirements. M. Nintean asked if this is a replacement truck or new addition for the town. L. Charron said it is new. G. Lafontaine said if the cost is much lower than the original request to look at funding through TIP.

M. Scott leaves the meeting at 8.34 pm. M. Nintean seated.

L. Charron asked if there was any objection to continuing the discussion. Hearing none discussion continued.

The School Improvement Plan, School technology and School Athletics fund were up next for discussion.

P. Johnson said these are a 2.1 million increase to the Board of Education budget. He asked if the non-lapsing account was going to support some of the requests in the funds.

G. Lafontaine said SIP could be lowered to \$110,000.00, Technology lowered to \$100,000.00, and Athletics to \$40,000.00.

D. Scata said original intent of the non-lapsing account was to build funds for long term capital improvement projects. Special education costs were added a few years later.
L. Charron suggested that the asbestos abatement project be funded with surplus funds.
L. Charron said she will update and correct numbers and send an edited summary before the next meeting on Thursday, March 30, 2023.

NO ACTION TAKEN

3.2 Budget Calendar

NO ACTION TAKEN

3.3 Budget Communication

NO ACTION TAKEN

4.0 Adjourn

As no other business may be brought forward at a special meeting L. Charron adjourned the meeting at 8:46 pm.

Recording ends.

Respectfully Submitted,
Diane Malozzi
Secretary, Lebanon Board of Finance
April 03, 2023

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