

**Board of Selectmen  
Special Meeting  
October 29, 2021 — 4:00 PM  
Town Hall – Conference Room  
MINUTES**

**Members Present:** First Selectman Kevin Cwikla; Selectmen Kathleen Smith, Glen Coutu, Robin Chesmer, and Betsy Petrie-McComber

**Others Present:** Bernard Dennler (Office Manager to the First Selectman); Attorney Catherine Marrion (Waller, Smith, and Palmer)

**1.0 Call to Order**

First Selectman K. Cwikla called the meeting to order at 4:10 PM.

**2.0 Discuss and act upon CEN proposal**

K. Cwikla reviewed the quotes for fiber optic through CEN with the Selectmen. They discussed the current internet at Town Hall which has been unreliable and costs about \$200 per month but is bundled with the Town Hall's phone service. The total bill is currently about \$1,000 per month to Spectrum.

Fiber will be faster and provide greater bandwidth for the Town Hall's cloud-based services and programs which have become more prominent since the pandemic. The fiber network will also be more reliable as the ring provides some redundancy since traffic can travel two ways in the ring. Fiber would be more expensive than the internet portion of the current internet/phone bill at \$440 per month for the Town Hall, but the town could move to a voice over IP solution. B. Dennler said the price for the fiber plus VoIP could end up being comparable to the current cost as the VoIP should be significantly less per line based on preliminary information. Novus will put together a final quote. The Selectmen agreed that resolving the internet issues at Town Hall is a priority that needs to be addressed now.

*B. Petrie MOVED to make Lebanon Town Hall part of the CEN fiber optic ring backbone as presented with all infrastructure related fees to be paid via funds from ARPA. K. Smith SECONDED.*

G. Coutu said the minutes should specify that the intent is for the building/maintenance cost at the time of installation will be funded by ARPA but the monthly operational usage fees will be funded using the existing operational budget.

MOTION CARRIED 5:0

**3.0 Discuss and act upon approving an updated job description for Finance Director**

The Selectmen reviewed a job description for the position of Finance Director that had been modified from the job description used for the Senior Accountant/Analyst. The description includes supervisory duties and responsibility as deputy treasurer. The Selectmen discussed that the position will be an exempt position and that the director will be required to be present for

night meetings of the Board of Selectmen and Board of Finance including the Saturday meetings held by BOF during the budget process. B. Petrie suggested removing the reference to a future shared service finance office given that there is still uncertainty about the future of those plans. She expects the selected candidate will be adaptable if that is the route the town chooses in the future.

*G. Coutu MOVED to approve the Finance Director job description as included as Attachment A to these minutes. K. Cwikla SECONDED.*

MOTION CARRIED 5:0

**4.0 Discuss and act on hire of a Finance Director**

K. Cwikla said he had presented Hayley Wagner with an offer as discussed at the Executive Session the previous week. Wagner has worked as the Finance Director in another municipality for about twenty years and was the candidate selected by the interview panel. K. Cwikla said she has accepted the offer and is prepared to begin on Thursday, November 4.

*B. Petrie MOVED to hire Hayley Wagner as Finance Director, effective November 4, 2021. K. Smith SECONDED.*

MOTION CARRIED 5:0

**5.0 Discuss and act on hire of a senior van driver**

B. Dennler said that the Senior Center Director would like to hire a van driver. The van program is very short staffed as many drivers did not return following the pandemic layoffs when the van program was inactive. Another driver hired recently is still waiting for approval from the state to get the proper endorsement required to begin employment with the town. Another applicant approached the town with the required endorsements already on their license. The Director sent a request that the Board of Selectmen move to hire her.

*B. Petrie MOVED to hire Autumn Ford as a Senior Van Driver per the non-union wage matrix, effective November 2, 2021 pending completion of required pre-employment procedures. K. Smith SECONDED.*

MOTION CARRIED 5:0

*B. Petrie MOVED to enter Executive Session and to invite attorney Catherine Marrion to participate by phone. K. Smith SECONDED.*

MOTION CARRIED 5:0

**6.0 Executive Session: Strategy and Negotiations regarding Lebanon Green Litigation**

Executive Session began at 4:50 PM. The Selectmen returned to public session at 5:55 PM.

**7.0 Adjourn**

The meeting adjourned at 5:55 PM.

Respectfully submitted,

Bernard W. Dennler III  
Office Manager to the First Selectman

**Attachment A**

## **Job Description** **Finance Director**

***This job description outlines the general requirements and duties of a position with the Town of Lebanon which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

**POSITION PURPOSE:**

Under the general direction of the First Selectman, the Finance Director oversees and manages the financial operations of the Town. This includes financial planning and monitoring, financial operations (accounting principles, budgeting, financial reporting, audits, payroll and procurement) and risk management. The position performs complex, professional accounting work including grant, debt and improvement programs, and general ledger maintenance.

**JOB FUNCTIONS:**

- Oversees all functions of the Finance Department including supervision of the bookkeeper and part-time accounting technician
- Coordinates with Business Manager for schools as needed to maintain sound financial operations and strategies for the Town and Board of Education
- Plans work according to fiscal year and financial planning schedules
- Coordinates revenues and expenditures of all funds, and provides expenditure and revenue forecast
- Coordinates the preparation and administration of the town budget and capital improvement plan
- Assists department heads in the organization and administration of department budgets
- Assists the external auditor in the preparation of the annual audit and preparation of financial statements
- Coordinates short-term and long-range investments and borrowing strategy
- Oversees cash management of funds
- Prepares weekly and monthly financial reports including reports on budgetary status to all departments and prepares Annual Town Report
- Prepares and provides information for labor negotiations, personnel policies, financial policies, programs, and procedures as requested
- Prepares and provides information for employees relating to pension and insurance benefits

- Prepares reports required by external agencies including the state and federal government and oversees payments to agencies
- Administers grant receipts and expenditures
- Coordinates the receipt and disbursement of funds
- Provides staff support to the Board of Finance, Board of Selectmen, and other boards or commissions as needed; attends meetings as required
- Coordinates with department heads and external consultants as needed in the planning and execution of the fiscal activities
- Promote transparency, efficiency, and accountability
- Serves as Deputy Treasurer and may be required to sign documents or checks accordingly
- Performs other related duties as required

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree in Accounting, Business Administration, Public Administration or closely related field; or an equivalent combination of education and relevant work experience. Previous government financial experience preferred.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full-time, exempt, non-union position. The employee must be flexible to changes in hours based on required needs of the position. The employee must also be available to support Board of Finance and Board of Selectmen at evening meetings and some Saturdays.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

**Communication Skills:** Ability to communicate clearly and effectively, orally and in writing. Aptitude for working with employees, consultants, Town officials and the general public

**Analytical Skills:** Ability to analyze situations and understand the impact their decisions will have on the organization. Ability to prepare and analyze highly complex financial, budgetary, and reconciliation reports

**Technical Skills:** Ability to use a computer including Microsoft Office programs including Excel, Word, and Outlook; familiarity with municipal financial software

**Organizational Skills:** Organizational skills are required to perform the job effectively

**Detail Oriented:** Attention to detail is required when dealing with financial reports in order to prevent errors

**Ability:** Ability to maintain confidentiality. Ability to work under pressure. Ability to participate in the preparation of the Town's annual budget, to prepare financial statements, and assist in the annual audit. Ability to identify employee training needs and coordinate programs and activities to improve professional skills, performance, and on-the-job safety. Ability to maintain efficient and effective financial systems and procedures.

**Knowledge:** Extensive knowledge of the principles, concepts, theories and practices of current governmental accounting, cash management, and cash investment. Knowledge of principles and practices utilized in employee benefit administration, pension administration, and insurance administration.

**Adaptability:** This position requires the ability to collaborate with other people.

***The Town of Lebanon is an EOE/AA Employer and complies with the ADA***