

Lebanon Board of Selectman & Board of Finance

Long Term Planning Meeting

December 15, 2020

Minutes

Attendees:

BOF: Liz Charron, Meghan Bruce

BOS: Kevin Cwikla, Kathleen Smith, Robin Chesmer, Betsy Petrie

Other: Valerie Belles

- A. Call to order – The meeting was called to order by Liz Charron at 6:05.
- B. New Business
 - 1. Discuss current capital planning processes – Meghan walked the group through a brief history of the Long Term Planning Committee. We reviewed the current scoring matrix that each area is required to complete for each project they submit for funding. The questions on the matrix regarding funding were discussed. The matrix will be discussed and modified at the next meeting of this group.
 - 2. Discuss future state (for upcoming budget cycle) capital planning process – The need for a complete list of assets from each department was discussed. The goal is to create a Capital Planning Book that will contain a list of all assets and a complete list of purchases and projects to be requested over the next 5 years. How to obtain real costs for projects was also discussed. Valerie mentioned that an asset listing has been completed with the audit currently underway for last fiscal year. This will be a starting point for us.
 - 3. Determine meeting cadence – The next meeting was set for January 5, 2021 at 6:30.
- C. Adjourn – the meeting was adjourned at 6:38.

Respectfully Submitted,
Liz Charron, Board of Finance