

## **Lebanon Board of Selectman & Board of Finance**

### **Long Term Planning (LTP) Committee Meeting**

**January 19, 2021**

#### **Minutes**

#### Attendees:

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

BOF: Liz Charron, Meghan Bruce

Finance Dept: Valerie Belles

A. Call to order – Liz Charron and Kevin Cwikla call the meeting to order at 6:04 pm.

#### B. New Business

1. Discuss revised scoring sheet – modifications were made to the template mostly centered on a different way to analyze cost of projects/purchases.
2. Discuss future state (for upcoming budget cycle) capital planning process, including how groups bring forward large capital efforts

The process for groups to request building committees was discussed. The goal would be to have some cost benefit analysis done and prioritization from a town-wide standpoint established for the town meeting that potentially authorizes the establishment of a building committee. One process flow discusses was the following:

- a. The project is scored using the template and submitted to the LTP for prioritization.
- b. A study group is created to get more information and to possibly do a feasibility study to present at town meeting
- c. LTP Committee may ask for more information
- d. Board of Selectmen call a special town meeting

The recent list of major projects submitted by the BOE was discussed. To get more information and understand the prioritization of efforts, Liz and Meghan will meet with Sara Haynes, the BOE Chair.

Glen mentioned that building codes may change as a reaction to the COVID pandemic so it may be wise to delay some of these projects until more is known. The concern would be if building codes and requirements change as a result of the pandemic, in-flight projects may

need significant rework or to be redone completely under new requirements. The group discussed this concern around impacts to State project reimbursement as well.

3. Determine meeting cadence for FY21-22 budget – Next meeting will be set after we have pulled together the capital requests for the 2021 – 2022 budget.

C. Adjourn – the meeting was adjourned at 6:50 pm.

Respectfully Submitted,  
Liz Charron, Board of Finance