

LEBANON BOARD OF FINANCE
REGULAR MEETING
March 19, 2019
Minutes

Members Present: Liz Charron, Meghan Bruce, David Scata, Diane Malozzi, Kevin Cwikla, David Geligoff (Alternate), Michael Nintean (Alternate)

Members Absent: Phil Johnson, Vin Shea (Alternate)

Also Present: First Selectmen Betsy Petrie, Finance Director Veronica Calvert

A. **Call to order** – L. Charron called the meeting to order at 7:00 PM. M. Nintean to sit for P. Johnson.

B. **Executive Session: Strategy & negotiations regarding pending claims & litigation** – This item was tabled until the end of the meeting by L. Charron.

C. **Correspondence**

1. Board of Education Expenditure Report, February 2019

D. **Minutes –**

1. **Regular BOF Meeting on 2/19/2019** – M. Nintean **MOVED** to approve the Minutes of the Regular BOF Meeting on 2/19/2019. K. Cwikla **SECONDED**. **Motion Passed Unanimously.**
2. **Special BOF Meeting on 2/25/2019** – K. Cwikla **MOVED** to approve the Minutes of the Special BOF Meeting on 2/25/2019. M. Bruce **SECONDED**. **Motion Passed with D. Scata abstaining.**
3. **Special BOF Meeting on 3/5/2019** – M. Nintean **MOVED** to approve the Minutes of the Special BOF Meeting on 3/5/2019. M. Bruce **SECONDED**. **Motion Passed Unanimously.**
4. **Special BOF Meeting on 3/9/2019** – K. Cwikla **MOVED** to approve the Minutes of the Special BOF Meeting on 3/9/2019. M. Bruce **SECONDED**. **Motion Passed with M. Bruce abstaining.**
5. **BOF Subcommittee Long Term Financial Planning Meetings – Information Only – 2/11/19, 2/19/19, 2/26/19**

K. Cwikla **MOVED** to take up Item G.a. (New Business, Elections Dept. 402, Solid Waste, Dept. 436, and WPCA, Dept. 437). M. Bruce **SECONDED**. **Motion Passed Unanimously.**

G. New Business

a. *Review and discuss the FY 2019-2020 Budgets:*

Elections, Dept. 402 - B. Nowosad explained the budget to the Board. Temp wages for elections is the biggest driver. In the past, the department has budgeted for every possible election that could happen each fiscal year. For instance, budget has not gone to referendum in last few years, but have budgeted for it.

Solid Waste, Dept. 436 – C. Morris-Scata reviewed the state of the transfer station for the past year. Based on current projections through the first half of the year, the line item for solid waste disposal fees is almost \$53,000; increased line item over previous year. Additional staff is needed for the increasing administrative and regulatory filings needed; plan is to add a part time (2 hrs a

week). Additional site improvements are being added through TIP to address safety and regulatory concerns. D. Geligoff asked when the contract renewal with Willimantic Waste is, as there may be potential increased costs.

WPCA, Dept. 437 - C. Morris-Scata reviewed the budget with the Board. There appeared to be some questions on what staff and operating expenses come from the WPCA fund versus the operating account. C. Morris-Scata to provide additional details to the Board.

K. Cwikla **MOVED** to take up Item G.b. (New Business, Discuss and Act on the Public Works Facility Project). M. Bruce **SECONDED. Motion Passed Unanimously.**

G. New Business

b. Discuss and Act on the Public Works Facility Project

R. Cady reviewed the revised project plans and designs with the Board. The building committee, after the November defeat, looked to understand why the project was not approved. Comments came back on 3 themes – cost, location, and what happens to the existing site. The revised project plan addresses the residents' concerns. Based on current estimates, the new DPW building will be behind the current Fire Safety Complex and cost around 2.5 million. Part of the project also includes raising the current location and building a salt shed that addresses current employee safety concerns. At this point, the building committee is going through the process for the project to be discussed at the annual town meeting in May. A resolution and final project costs are being worked for a future Board meeting to act on. If the project is approved in May, it would go out to bid with the work anticipated to start in the fall of 2019. The remediation and salt shed work cannot start until the current building is vacated, which would put that effort out to the following fall. The Board asked R. Cady what funding would be needed in the next fiscal year; R. Cady to provide details back to the Board. **NO ACTION TAKEN.**

At this point, the Board resumed the warned agenda order of items; executive session to come last.

E. Public Comments – None

F. Financial Report: Town Monthly Reports for Fiscal Year 2018-2019 Expenditures, Revenues, TIP/SIP, BOE Non-Lapsing Account and Contingency/Fund Balance

V. Calvert explained that the September 2018 storm expenses are currently posted to Dept. 430 Public Works. Total expenses as of the end of February are in the range of \$229,000. The expenses need to be adjusted and posted against the capital account approved at town meeting. FEMA funds are still outstanding; expecting 75% reimbursement. Expenses from the storm continue to come in. Discussed over expenditure in Dept. 469, Inland Wetlands. Discussed revenue, specifically ECS and out of town tuition. TIP has a healthy balance.

G. New Business

a. *Review and discuss the FY 2019-2020 Budgets:*

Finance, Dept. 406 – V. Calvert reviewed the proposed budget. Increases are based on salary increases.

Insurance & Debt Services – V. Calvert noted that insurance is rising 8% in the next fiscal year.

Revenue Projections – V. Calvert provided current insight to the Board on the Governor's proposed budget for FY2019-2020. Revenues are flat for town departments. ECS is expected to come in close to the amount the Board budgeted for FY18-19, but cuts are expected in subsequent years. Discussed additional funding mandates, such as teacher's retirement and additional municipal pension contributions.

H. Other

a. *Update from Selectmen on other town matters*

B. Petrie explained that the town is looking at a new website provider. The company, CivicPlus, is an experienced website provider who focuses on towns and cities. The new website will be more mobile friendly, have both internal and public hosting capabilities. The start-up costs are \$10,000, which exceeds the BOS authorization levels for TIP. The effort will take 12 weeks to complete.

K. Cwikla **MOVED** to add to the agenda – Consider and act on BOS request to authorize up to \$10,000 from TIP for start-up costs for migrating to a new town website provider. D. Malozzi **SECONDED. Motion Passed Unanimously.**

B. Petrie also explained that the updated website will cost \$2,500 annually, which will be part of the Computer Services budget.

K. Cwikla **MOVED** to authorize the BOS to spend up to \$10,000 from TIP for start-up costs for migrating to a new town website provider. D. Scata **SECONDED. Motion Passed Unanimously.**

b. *Update from the BOF Subcommittee Long Term Financial Planning*

M. Bruce presented the Board with a summary of the capital projects that both the Board and the subcommittee have been working on. M. Bruce explained that the subcommittee reviewed the submitted project scores and made adjustments as appropriate. The capital requests reflect what each board/department has requested and still needs to be reviewed by the Board. Comments from the Board focused on how the information would be used in the budget process. Questions around total cost of ownership were raised. The Board also reviewed current and proposed debt services; the intention is to balance the town's needs with what the town can afford now and in the future to maintain current assets, especially with state funding unknowns.

c. *Update from the BOF Subcommittee on Shared Services*

K. Cwikla shared there is no update from the subcommittee at this time.

L. Charron **MOVED** to enter Executive Session at 8:52 PM and to invite B. Petrie to join. M. Bruce **SECONDED**.
Motion Passed Unanimously.

B. Executive Session: Strategy & negotiations regarding pending claims & litigation

The Board returned to public session at 9:07 PM

I. Adjourn – Hearing no further business, L. Charron adjourned the meeting at 9:07 PM.

Respectfully Submitted,
Meghan Bruce

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