

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, APRIL 17, 2024
7:00 PM

1. Call to Order

The Regular Meeting of the Board of Finance was called to order by Wayne Donaldson, Chairman, at 7:00 pm.

MEMBERS PRESENT: Wayne Donaldson, Michael Zelasky, Randy Baah, Frank Burzycki, Susan Hull, Philip Kinslow, Thomas Wakely Jr. (Alt), Richard Rogers (Alt)

MEMBERS ABSENT: Jonathan Maynard (Alt)

ALSO PRESENT: Thomas Sparkman, First Selectman, Robert Browne, Selectman, Jacob Tattersall, LCS Student Ambassador, Sally Keating, Superintendent, Ian Rogers, Board of Education representative.

2. Reading of previous minutes –

a. March 20, 2024 Regular Meeting

Motion S. Hull second R. Baah to approve the minutes as presented.

VOTE UNANIMOUS, MOTION CARRIED

b. March 27, 2024 Special Meeting

Motion P. Kinslow second R. Baah to approve the minutes as presented.

VOTE UNANIMOUS, MOTION CARRIED

c. April 3, 2024 Public Hearing

Motion P. Kinslow second S. Hull to approve the minutes as presented.

VOTE UNANIMOUS, MOTION CARRIED

3. Correspondence –

a. Copy of Notification to State OPM-FHMS regarding appointment of Auditor contract.

b. Copy of email dated 3/27/24 from the Rec Department showing projected revenue of \$39,000.

4. Bills and actions thereon –

a. Minuteman Press, \$1,088.64 dated 3/28/24, Inv.#123387 for 100 copies of 2023 Annual Report.

Motion F. Burzycki second R. Baah to approve to pay the bill as presented.

VOTE UNANIMOUS, MOTION CARRIED

b. LocalIQ, \$184.29 dated 3/21/24, Order #9990579 for Public Hearing Notice in Norwich Bulletin.

Motion S. Hull second F. Burzycki to approve to pay the bill as presented.

VOTE UNANIMOUS, MOTION CARRIED

5. Monthly Statements

a. Treasurer's Report -

b. General Government -

c. Board of Education -

d. CNR Report -

No comments were offered after review of the monthly statements.

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6. Reports -

a. Chairman's Report- It was brought to the attention of the Chairman that \$93,000 in checks issued from the BoE in June 2023 to Anthem BC/BS were never cashed. These checks will be reissued with no impact on the budget. Chairman Donaldson is looking for clarification from the BoE regarding how a reduction in the number of Special Education students would affect the future budget. The Chairman was informed that \$168,000 for equipment was built into the purchase price of the new firetruck and has been held in an escrow account at the finance company. The Fire Department has requested a release of these funds. The Treasurer will need to take action to transfer the monies out of escrow.

Motion S. Hull second R. Baah to require the Fire Department to submit the bills for equipment to the BoF for review and approval.

VOTE UNANIMOUS, MOTION CARRIED

The Tax Collector has asked the Chairman to review the General Government budget numbers to calculate the most accurate mill rate possible.

7. Public Comment – None

8. Old Business

a. Fire House Update – The Fire House budget is under review by the Chairman. The project is moving along but with a projected delayed completion date of June 24, 2024.

b. FY 24/25 General Government & Board of Education Budgets

Motion R. Baah second F. Burzycki to approve the General Government Budget for \$3,780,278 and send to Town Meeting.

VOTE UNANIMOUS, MOTION CARRIED

Motion R. Baah second M. Zelasky to approve the Board of Education Budget for \$10,892,770 and send to Town Meeting.

VOTE UNANIMOUS, MOTION CARRIED

Motion M. Zelasky second R. Baah to approve the transfer of \$110,000 from the GG budget to the Capital Nonrecurring fund and send to Town Meeting.

VOTE UNANIMOUS, MOTION CARRIED

9. New Business

a. Selectmen's Requests

Line item transfer in the amount of \$30,000.00 to LI#52130 (Purchased Services-Recycling) with \$5,000 from LI #60135 (Road repair) and \$25,000 from LI #60132 (Road repair and Maintenance).

Motion F. Burzycki second R. Baah to approve the Line item transfer as presented.

VOTE UNANIMOUS, MOTION CARRIED

b. Adjustments to the Excess Cost Reimbursement Allocated to the BoE

Update that Excess Costs that were projected are coming in less than expected. The excess will be reimbursed up to the \$144,000 that was originally authorized.

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10. Any other business which may properly come before the Board –

It was suggested that a 5 year budget capital plan be required from the Ambulance Company to be able to plan and stabilize the mill rate.

There was a discussion about the possible use of the current firehouse once the new building is completed.

P. Kinslow inquired about the proposed policy regarding a social media news letter. This will go back on the agenda for the next meeting once the Chairman gets clarification by reviewing the motion made at the last regular meeting regarding this issue.

11. Public Comment –

12 Adjournment -

Motion P. Kinslow second R. Baah to adjourn at 8:18 PM.

VOTE UNANIMOUS, MOTION CARRIED


Janet Lefevre, Clerk

Wayne Donaldson, Chairman

APR 18 '24 PM1:26
RCV LISBON TOWN CLERK
 ASST.