

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, FEBRUARY 21, 2018
7:00 P.M.

1. Call to Order

The regular meeting of the Board of Finance was called to order by Michael Zelasky, Chairman, at 7:00 p.m.

MEMBERS PRESENT: Michael Zelasky, Frank Burzycki, Randy Baah, Miles LaFemina, Dennis Duplice, Thomas Wakely (ALT), Philip Kiley (ALT)

MEMBERS ABSENT: Wayne Donaldson

OTHERS PRESENT: Thomas Sparkman, First Selectman
Gage Weber, LCS Student Ambassador

Motion was made by F. Burzycki second by D. Duplice to seat Thomas Wakely for Wayne Donaldson.

VOTE: UNANIMOUS, MOTION CARRIED

2. Reading of Previous Minutes

Motion by T. Wakely second by R. Baah to approve the regular minutes of 1/16/2018 with the following amendments: Dennis Duplice was left off of "Members Absent"; 9.c. Status of Annual Report should read "Chairman M. Zelasky gave report..." not W. Donaldson; second "9.c" at end of item 9 should be "9.e.".

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Updated Financial Statements and Status of Current Budget as provided by Marcia Marien.
- b. Emails, mid-year budget update
- c. Emails, between Chairman M. Zelasky and Philip Kiley re: alternate position available
- d. Email, from Mr. Kiley to Thomas Sparkman, First Selectman re: interest in the alternate position
- e. Email, from Mr. Sparkman to Mr. Kiley re: his appointment as of February meeting
- f. Emails, between Mr. Zelasky and Stephanie Mendes of the Bulletin re: advertising for new board and committee members in the town
- g. Email, from Ian Rogers, Chairman, Board of Education to Mr. Zelasky re: does not need help with the BoE budget
- g. Letter, from CT Conference of Municipalities re: \$286,000 impact in 2018
- h. Letter, from CCM re: current year budget summary of cuts
- i. Emails, from Mr. Zelasky to all cost centers re: budget update memo
- j. Extension Request for filing re: from January to end of February
- k. CCM Legislative Priorities
- l. Copy: Letter, from Commission on Aging to Board of Selectmen re: Senior Center requests to be able to accept credit card payments for trips, etc.
- m. Copy: Email, from Chris Maynard, Treasurer to Thomas Sparkman, First Selectman re: does not recommend allowing cost centers to accept credit cards at this time, as doing so would be problematic for tracing documentation.
- n. Copy: Email, from Thomas Sparkman to Marcia Marien re: Grant Program
- o. Emails, between Mr. Zelasky and Mr. Rogers re: Special Ed Line Item in the red because the BoE have not yet received State reimbursement.

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- p. Email, from Ian Rogers re: Medicaid account
 - q. Email, from Randy Baah to Mr. Zelasky re: Medicaid Account
 - r. Memo, from State Department of Education to Superintendant of Schools re: MBR and affect on current budget
 - s. Memo, from CT Department of Education to Superintendant of Schools re: Revenue Estimates
 - t. Email, from Mr. Zelasky to Ms. Marien re: recommending adding Federal Regulations to the Policy and Procedures
 - u. Email, from Mr. Zelasky to Mr. Baah re: issues wit the ordinance
 - v. Email, from Mr. Baah to Mr. Zelasky re: MD&A
 - w. Email, from Mr. Sparkman to Board re: forwarded email regarding Firehouse and bonding proposal
4. Bills and action thereon – NONE
5. Monthly Statements – A question arose regarding the Profit & Loss statement for Town Revenue, new line item: “Cost of Goods Sold” – questioning what that is.
- a. Treasurer’s Report – Review (as of January, 2018)
 - b. General Government – Review (July 2017 - January, 2018)
 - c. Board of Education – Review (January, 2018)
6. Reports
- a. Chairman’s Report – NONE
7. Public Comment – NONE
8. Old Business
- a. Veteran’s Property Tax Exemption - TABLED
 - b. FY2016-17 Audit – Motion by M. LaFemina second by F. Burzycki to accept audit.
VOTE: UNANIMOUS, MOTION CARRIED
 - c. FY2016-17 Management Discussion and Analysis (MD&A) – Motion by M. LaFemina second by T. Wakely to approve the MD&A.
VOTE: UNANIMOUS, MOTION CARRIED
 - d. FY2017-18 Budget (current year) – NONE
 - e. FY2018-19 Budget – Budget Schedule: March 7 Special Meeting – Presentations; March 14 Special Meeting – Budget Discussion; March 21 Special Meeting – Vote on Budget
 - f. Purchasing and Competitive Bidding Ordinance – Discussion. Members suggested raising the bid amount from \$10,000.00 to \$20,000.00.
 - g. Purchase Policy Procedures – Chairman Zelasky is revising the policy procedures to make it more generic on both town and BoE sides.
 - h. Status of Annual report – Chairman Zelasky is hoping to have the annual report completed by the weekend.

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9. New Business –

- a. Lisbon Fire Department Space Needs Assessment – Presentation by Mark Robinson, Lisbon Fire Chief.
- b. Selectmen's Requests
 1. Motion by D. Duplice second by F. Burzycki to approve an additional appropriation in the amount of \$3700.00 to line item #51351 (Tax Refunds). VOTE: UNANIMOUS, MOTION CARRIED
 2. Motion by D. Duplice second by T. Wakely to approve an additional appropriation in the amount of \$8232.00 to line item #52724 (Unemployment Compensation).
VOTE: UNANIMOUS, MOTION CARRIED
 3. Motion by D. Duplice second by F. Burzycki to approve an additional appropriation in the amount of \$2372.00 to line item #52733 (Insurance and Bonding).
VOTE: UNANIMOUS, MOTION CARRIED
 4. Motion by D. Duplice second by T. Wakely to approve a line item transfer in the amount of \$3490.00 to line item #51412 (Assessor's Clerk) with \$2221.00 from line item #51411 (Assessor's Wages) and \$1269.00 from line item #51450 (Assessor's Supplies & Expenses).
VOTE: F. BURZYCKI ABSTAINS; MOTION CARRIED

Motion by M. LaFemina second by D. Duplice to add "Candidate for Alternate Position" and "Senior Center Credit Cards" to agenda item 10.a. and 10.b. VOTE: UNANIMOUS, MOTION CARRIED

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

- a. Candidate for Alternate Position – Motion by M. LaFemina second by D. Duplice to recommend Gail Gwyzdowski as an alternate member to the Board of Finance.
VOTE: UNANIMOUS, MOTION CARRIED
- b. Senior Center Credit Cards - Motion by M. LaFemina second by D. Duplice to stay in line with the Treasurer's recommendation, and not allow the Senior Center to pursue accepting credit card payments. (Reference agenda item 3.m.) VOTE: UNANIMOUS, MOTION CARRIED

11. Public Comment – NONE

12. Adjournment – A motion was made by T. Wakely second by D. Duplice to adjourn at 8:38 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: _____

Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 2/28/18 AT 10:02a m
ATTEST. LAURIE TIROCCHI, TOWN CLERK
