

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, JUNE 20, 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  
Emily Khong, LCS Student Ambassador

Motion was made by M. LaFemina second by R. Baah to seat Thomas Wakely for Wayne Donaldson.

VOTE: UNANIMOUS, MOTION CARRIED

Motion was made by F. Burzycki second by R. Baah to seat G. Gwiazdowski for D. Duplice.

VOTE: UNANIMOUS, MOTION CARRIED

2. Reading of Previous Minutes

Motion by R. Baah second by G. Gwiazdowski to approve the previous minutes.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. O'Connor Davies, engagement letter, dated July 1, 2018 (Contract for audit services).
- b. Memo, M. Zelasky to Tax Collector re: 22.5 mil tax rate
- c. Memo re: last month's additional appropriation
- d. Memo, from M. Zelasky to Thomas Sparkman, First Selectman re: Fire House Bond \$12,107,065.00 total.
- e. Emails, from M. Zelasky to Eric Christianson re: Book Balancing
- f. Email, from M. Zelasky to Board of Finance Members re: CNR Attachment

4. Bills and action thereon

- a. Bulletin, \$159.64, dated 4/4/2018, inv#00245195 re: PH Notice). Motion by M. LaFemina second by R. Baah to pay (51650). VOTE: UNANIMOUS, MOTION CARRIED
- b. O'Connor Davies, \$1580.00, dated 4/30/2018 re: Additional Bookkeeping. Chairman Zelasky to follow up before approval (TABLED - NO VOTE).

5. Monthly Statements

- a. Treasurer's Report – Review (as of December, 2017)
- b. General Government – Review (July 2017 - May, 2017)
- c. Board of Education – Review (May, 2017)

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- d. Capital Non-recurring Fund – Statement of changes in fund balance by project 7/1/2017 – 6/30/2018 – Motion by M. LaFemina second by G. Gwiazdowski to move the following from “Committed Fund Balance” to “Assigned Fund Balance”:
  - a. Plan of Conservation & Development - \$25,028.00
  - b. Revaluation - \$600.00

VOTE: UNANIMOUS, MOTION CARRIED

6. Reports

- a. Chairman’s Report – NONE

7. Public Comment – NONE

8. Old Business

- a. Veteran’s Property Tax Exemption – Motion by M. LaFemina second by R. Baah to take 8.a. off the table for discussion.

VOTE: UNANIMOUS, MOTION CARRIED

Angel Johnstone, Town Assessor, stated that the Veterans’ Property Tax Exemption is a State exemption and the town cannot change that exemption. The State sets the income guidelines. There are currently approximately 20 vets who would qualify. A motion was made by G. Gwiazdowski second by T. Wakely to recommend the Selectmen send to Town Counsel to allow low-income veterans an additional exemption up-to \$10,000 off their assessment or up-to 10% of the assessment, whichever is lower. Income limits will be based on state income guidelines for veterans.

VOTE: R.BAAH, F. BURZYCKI ABSTAINS, MOTION PASSES

Dennis Duplice entered 7:47 P.M.

Email between M. Zelasky and A. Johnstone, Assessor, added to the record.

- b. Purchasing and Competitive Bidding Ordinance – Entered into the record were letters from the following, showing concern should the ordinance be accepted as written: Lee Szruba (Chairman, Commission on Aging); Laurie Tiorocchi, Town Clerk; Kenneth Mahler, Historical Society; Board of Education. Angel Johnstone, Assessor, also commented on the impracticality of areas of the ordinance that would require bids on software. Motion by M. LaFemina second D. Duplice to revisit the Policy and take the Ordinance off the table. VOTE: UNANIMOUS, MOTION CARRIED
- c. Purchase Policy and Procedures – M. Zelasky to work on it.
- d. Town Credit Card – Motion by R. Baah second F. Burzycki to approve Town Credit Card with the following stipulations:
  - 1. Credit card will be held by the bookkeeper. If a credit card purchase is needed, she will make it if at all possible. If not, she will sign out the credit card to the person needing it.
  - 2. The credit card should only be used when an invoice cannot be used. An example is placing a deposit on equipment rented.
  - 3. The credit card purchase has to follow all rules and regulations in the Purchasing & Bidding Policy.
  - 4. The maximum purchase cannot be greater than \$2500.00.
  - 5. Before a purchase can be made with the credit card, appropriate approval for the purchase must have been made. For Boards, Commissions and Committees, this proof would be in the form of minutes.

VOTE: T. WAKELY, D. DUPLICE, M. LAFEMINA, NO; MOTION FAILS

- e. Lisbon Fire House Space Needs Assessment – Rounded up to \$100,000.00

9. New Business


- a. Senior Center Credit Card Payments – Motion by M. LaFemina second by D. Duplice to begin the process to accept credit cards and have them present to the Board of Finance their policy and procedure for their credit card plan for final approval. VOTE: UNANIMOUS, MOTION CARRIED  
A motion was made by M. LaFemina seconded by W. Donaldson to return to the regular order of business. VOTE: UNANIMOUS, MOTION CARRIED
- b. Selectmen's Requests
1. Motion by M. LaFemina second by F. Burzycki to approve a line item transfer of \$915.00 to line item #52735 (Consulting Fees/Contracted Services) from line item #60135 (Road Repair).  
VOTE: UNANIMOUS, MOTION CARRIED
2. Motion by M. LaFemina second by F. Burzycki to approve a line item transfer of \$4216.00 to line item 60130 (Street Lighting) to line item #60135 (Road Repair).  
VOTE: UNANIMOUS, MOTION CARRIED
3. Motion by M. LaFemina second by D. Duplice to approve line item transfer of \$950.00 from line item #51443 (Computer Maintenance) to line item #51450 (Supplies & Expenses).  
VOTE: UNANIMOUS, MOTION CARRIED

10. Any other business which may properly come before the Board - NONE

11. Public Comment – NONE

12. Adjournment – A motion was made by M. LaFemina second by F. Burzycki to adjourn at 8:41 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: \_\_\_\_\_  
Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON  
CT ON 06/25/2018 AT 9:05 am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Mayorie Wakely, Asst*