

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, APRIL 18, 2012  
7:00 P.M.

1. Call to order

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

MEMBERS PRESENT: Wayne Donaldson, Eric Lotreck, Kenneth Mahler, Jim McCloud,  
Thomas Wakely, Dennis Duplice, Alternate

MEMBERS ABSENT: Lauren Sylvestre

OTHERS PRESENT: Erik Place, Spencer Holzschlag, Student Ambassadors

2. Reading of Previous Minutes

(3/21/12 Reg., 3/28/12 Spec., 4/4/12 Spec., 4/11/12 PH)

A motion was made by D. Duplice, seconded by T. Wakely, to approve the minutes of 3/21/12 as presented.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by D. Duplice, seconded by T. Wakely, to approve the minutes of 3/28/12 as presented.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by D. Duplice, seconded by T. Wakely, to approve the minutes of 4/11/12 as presented.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by T. Wakely, seconded by E. Lotreck, to approve the minutes of 4/4/12 as presented.

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence (not covered in an agenda item below)

1. Notice, Connecticut Conference of Municipalities (CCM), Re: Projected State Revenues
2. C: Annual Report Letter, R. Hamel, Fire Marshal, 1/10/11
3. Memo, W. David LeVasseur, Acting Undersecretary, Intergovernmental Policy Division, , State of Connecticut Office of Policy and Management, 4/3/12, Re: Appointment of Auditor Notification

4. Bills and action there on

1. \$180, O'Connor Davies, Inv. 138571, 1/31/12, Inv. 138722-\$92.50

Mr. Donaldson advised that, after inquiring, the \$92.50 invoice belongs to the school.

A motion was made by D. Duplice, seconded by J. McCloud, to pay the \$180.

VOTE: UNANIMOUS MOTION CARRIED

5. Chairman's Report

Mr. Donaldson reported meeting with the Chairman of the Commission on Aging and Sr. Center Coordinator regarding the Shooting Stars and the sandwich program. He advised that the sandwich program is not a function of the Shooting Stars and will be set up as a special revenue account as will the Shooting Stars funds. He further advised speaking with Marcia, (Marien +Company, Town Auditor) who has volunteered to develop the procedure for those accounts..

A motion was made by D. Duplice, seconded by E. Lotreck, to have Marcia set up policies regarding those revenue accounts. Mr. Duplice withdrew his motion as did Mr. Lotreck his second.

6. Student Ambassadors - No Questions/Comments

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7. Monthly Statements

The General Government Profit & Loss Stmt't through March 2012 was distributed for review as was the March 2012 Board of Education Financial Statement. There were no comments or questions.

8. Public Comment - None

9. Old Business

a. Board of Education Special Fund (Tabled)

It was the general consensus of those present to keep this item on the agenda.

b. Purchase Order Policy

A motion was made by J. McCloud, seconded by E. Lotreck, to approve the Purchase Order Policy, with two adjustments: 1) On page 11 remove the section that begins with "This section permits", 2) Change the letter designation at the Statue to lower case.

VOTE: UNANIMOUS MOTION CARRIED

c. Purchase Burnham Tavern Property - No Update

d. Budget Schedule

Mr. Donaldson reported sending a draft of next years budget schedule to the Chairman of the Board of Education to see if there are any conflicting dates with the school's vacation schedule

e. Voting on the 2012-2013 Town budget if needed

A motion was made by D. Duplice, seconded by E. Lotreck, to have the Board of Education pick up the Federal Single Audit fee of \$3,750.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by D. Duplice, seconded by E. J. McCloud, to send the FY2012/2013 General Government Budget in the amount of \$2,445,828 to Town Meeting.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by D. Duplice, seconded by E. Lotreck, to approve the FY2012/2013 TAR budget in the amount of \$88,173.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by K. Mahler, seconded by D. Duplice, to approve the FY2012/2013 Capital Nonrecurring (CNR) in the amount of \$180,000.

VOTE: UNANIMOUS MOTION CARRIED

f. Voting on the 2012-2013 Education budget if needed

A motion was made by D. Duplice, seconded by J. McCloud, to send the FY2012/2013 Board of Education Budget in the amount of \$9,366,122 to Town Meeting.

VOTE: UNANIMOUS MOTION CARRIED

g. Discussion and voting on the 2012-2013 Revenue if needed - Discussion

A motion was made by K. Mahler, seconded by D. Duplice to accept the FY2012/2013 revenue projections in the amount \$12,596,735.

VOTE: UNANIMOUS MOTION CARRIED

h. Discussion and voting on the 2012-2013 mill rate

Mr. Donaldson distributed sheets showing proposed mill rates, and property comparisons.

i. Vote to send the approved 2012-2013 budgets to Selectmen for the call of a Town Meeting. - addressed above (e. & f.).

10. New Business:

a. Selectmen's Requests - None

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b. Appointment of Auditor

A motion was made by T. Wakely, seconded by K. Mahler, to appoint O'Connor Davies as the Town Auditor for the Fiscal Year 2011/2012 financials.

VOTE: UNANIMOUS MOTION CARRIED

c. Senior Sandwich Program

The current practice of the proceeds from the sandwich program at the Senior Center being deposited into the Shooting Stars account was discussed. Mr. Donaldson reviewed guidelines, from Marcia Marien, Marien +Company, Town Auditor, for setting up a special revenue fund for that program as well as for the Shooting Stars' funds since they operate out of the Senior Center, a town building, and were recognized by the Selectmen many years ago and by the Commission on Aging which could make the town liable should any problem arise concerning those funds.

A motion was made by D. Duplice, second by J. McCloud, to proceed with having Marcia write the guidelines.

VOTE: T. Wakely, opposed. All others in favor.

MOTION CARRIED

11. Agenda Planning

Mr. Donaldson will add "Auditor" to next month's agenda.

12. Other Business

A motion was made by D. Duplice, seconded by T. Wakely, to add: "Procedure/Town Meeting/Referendum, to the agenda.

VOTE: UNANIMOUS MOTION CARRIED


a. Procedure/Town Meeting/Referendum

A motion was made by D. Duplice, seconded by T. Wakely, to add one question to each of the budgets: "If the budget fails, do you want it lowered?."

13. Public Comment - None

14. Adjournment

A motion was made by D. Duplice, seconded by J. McCloud, to adjourn at 8:45 p.m.

  
Marlene Lepore, Clerk

APPROVED: \_\_\_\_\_  
Wayne Donaldson, Chairman

RECEIVED FOR RECORD AT LISBON  
CT ON 04/23/2012 AT 11:08am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK