

MINUTES
BOARD OF FINANCE
REGULAR MEETING
LISBON TOWN HALL
WEDNESDAY, MAY 16, 2012
7:00 P.M.

1. Call to Order

The Regular Meeting of the Board of Finance was called to order by Chairman Wayne Donaldson at 7:03 pm.

MEMBERS PRESENT: Wayne Donaldson, Thomas Wakely, J. McCloud,
Eric Lotreck, Dennis Duplice, Frank Burzycki

MEMBERS ABSENT: Lauren Sylvestre, Kenneth Mahler

OTHERS PRESENT: First Selectman Tom Sparkman
Student Ambassadors: Spencer Holzschlag

2. Reading of previous minutes:

A motion was made by D. Duplice second by E. Lotreck to accept the previous minutes with the correction to item 11, to add "Appointment of Auditor" to September's agenda.

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence –

- a. Memo, from Brian Mahoney, Chief Financial Officer, State of CT Dept. of Education, to Superintendent of Schools, dated 4/17/2012 re: MBR Compliance
- b. Letter, from Board of Selectmen to Board of Finance, re: appointment of Frank Burzycki
- c. c: Report, State of CT Dept. of Public Safety re: 2011 Lisbon resident Trooper's Statistics

4. Bills and action thereon - NONE

5. Chairman Report – REVIEW

6. Student Ambassadors - NONE

7. Monthly Statements - REVIEW

8. Public Comment – NONE

9. Old Business

- a. Board of Education Special Fund – motion made by T. Wakely second by D. Duplice to bring off table and not approve. VOTE: UNANIMOUS MOTION CARRIED
- b. Purchase Burnham Tavern Property – Board of Selectmen to bring figures to town meeting for resident vote.
- c. Budget Schedule – to remain on agenda for next month
- d. Senior Sandwich Program – Motion by D. Duplice second by E. Lotreck to enact the requirements as outlined by W. Donaldson (see attached). VOTE: UNANIMOUS MOTION CARRIED

Lisbon Senior Center Sandwich Program

The Lisbon Town Finance department is directed to set up the appropriate accounts to properly account for the revenues and expenses of the Lisbon Senior Center Sandwich Program. The expense accounts are to become a normal part of the yearly Lisbon Senior Center Budget process.

The Town Finance department will establish a Debit card, Credit card or open accounts with local vendors to supply the required food items to support the program. As directed by the Town Treasurer. All invoices will be approved by the Council on Aging or its designated representative prior to payment monthly or as directed by the Town Finance Department.

The Town Finance Department will establish a starting cash account. It is realized that there is a need to make change for the lunch purchases and a small amount of cash will need to be on hand to provide change for purchases. This amount should not exceed \$25.00.

Program revenues will be turned into the Town Finance department weekly any amounts that exceed the \$25.00 starting cash, or as other wise required by the Town treasurer to be deposited to the Town of Lisbon General Fund. Documentation will be turned in weekly and will include but not be limited to numbered lunch / food order forms showing the item purchased. A summary sheet showing the weeks sales, and or any other documents required by the Town Finance Department.

A responsible party as designated by the Council on Aging shall receive and verify the cash receipts for accuracy daily or as other wise directed by the Town Finance Department.

At no time shall the expenses exceed the revenue generated without approval by the Lisbon Board of Finance.

As of June 30th 2012 all existing revenue will be turned over to the Town of Lisbon Finance department. A full accounting of the July 1st 2011 to June 30th 2012 revenue and expenses and July 1st 2010 to June 30th 2012 will be supplied to the BOF no later than July 30th, 2012.

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10. New Business

a. Selectmen's Requests

1. Motion by D. Duplice second by E. Lotreck, \$30,000.00 to line item #51730, Planning Services; \$10,000.00 from Line Item #52721, Employee Insurance; \$10,000.00 from Line Item #52732, Town Engineer; \$7,500.00 from Line Item #52728, Empl. Ret. Accrued Liability; \$2,500.00 from Line Item #52724, Unemployment Compensation. VOTE: UNANIMOUS MOTION CARRIED

2. Motion by D. Duplice second by E. Lotreck, \$750.00 line item transfer from Line Item #51450, Supplies and Expenses, to Line Item #51431, Tax Mapping. VOTE: UNANIMOUS MOTION CARRIED

3. Motion by D. Duplice second by J. McLoud \$2,000.00 from Line Item #51351, Tax Refunds; \$4,000.00 from Line Item #52731, Town Counsel; \$1,000.00 from Line Item #52722, Soc. Sec/Medicare-TownShare; \$2,000.00 #52723, Municipal Education; \$1,500.00, from Line Item #52726, Deferred Compensation; \$500.00 from Line Item #52775, Unbudgeted Donations totaling \$11,000.00 to Line Item #52735, Consulting Fees/Contracted Services. VOTE: UNANIMOUS MOTION CARRIED

4. Motion by D. Duplice second by E. Lotreck \$1,500.00 additional appropriation to Line Item #51412, Assessor's Clerk's Wages, due to additional hours performing in-house revaluation. VOTE: UNANIMOUS MOTION CARRIED

5. Motion by D. Duplice second by E. Lotreck \$163.04 line item transfer to Line Item #52767, Probate Court, from Line Item #52775, Unbudgeted Donations. VOTE: UNANIMOUS MOTION CARRIED

6. Motion by D. Duplice second by E. Lotreck \$2,000.00 additional appropriation to Line Item #60151, Sanitation, due to the line item originally being underfunded and the additional cost for the purchase of recycling bins. VOTE: UNANIMOUS MOTION CARRIED

b. Tax Suspension List – Motion to approve list and table it by D. Duplice second by F. Burzycki. VOTE: UNANIMOUS MOTION CARRIED

c. Community Connections Special Revenue Account - REVIEW

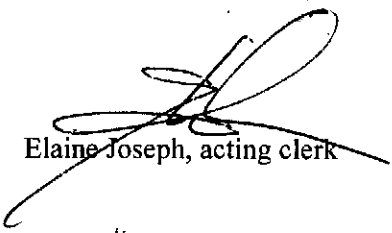
11. Agenda Planning – NONE

12. Other Business – NONE

13. Public Comment - NONE

14. Adjournment – Motion by D. Duplice second by T. Wakely to adjourn 8:15 PM.

VOTE: UNANIMOUS MOTION CARRIED


Elaine Joseph, acting clerk

APPROVED: _____
Wayne Donaldson, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 05/23/2012 AT 06:30pm
ATTEST. LAURIE TIROCCHI, TOWN CLERK