

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, SEPTEMBER 21, 2011
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: Robert Browne, Eric Lotreck, Lauren Sylvestre, Michael Zelasky
Alternate: Wayne Donaldson

MEMBERS ABSENT: Dennis Duplice, Thomas Wakely,
Alts.: Theodore Koziol, Kenneth Mahler

OTHERS PRESENT: Marcia L. Marien, CPA, Managing Partner, Marien + Co., Town Auditor
Susan M. Macione, CPA, MSA, Marien + Co.
Student Ambassadors: Margaret Lewerk, Eric Place, Joyce Yuen

Mr. Zelasky noted that Wayne Donaldson would be sitting in for Thomas Wakely.

A motion was made by W. Donaldson, seconded by R. Browne, to change the order of business and move to Item 10. a. Draft Audit Presentation (guest: Marcia Marien).

VOTE: UNANIMOUS MOTION CARRIED

10.a. Draft Audit Presentation (guest: Marcia Marien)

Marcia L. Marien, CPA, Managing Partner, Marien + Co., Town Auditor, accompanied by Susan M. Macione, CPA, MSA reviewed the Town of Lisbon Review of Audit Year End June 30, 2011 with the Board.

A motion was made by W. Donaldson, seconded by R. Browne, to move to 10.b. Additional Appropriation for BoE to Meet MER

VOTE: UNANIMOUS MOTION CARRIED

10.b. Additional Appropriation for BoE to Meet MER

Mr. Zelasky reviewed the following correspondence: Memo, Brian Mahoney, Chief Financial Officer, Division of Finance and Internal Operations, ST CT Dept of Education, 7/29/11, Subject: 2011-12 Minimum Budget Requirement and Related Reporting Requirements; Letter, Brian Mahoney, Chief Financial Officer, Division of Finance and Internal Operations, ST CT Dept of Education, 8/22/11, Re: Minimum Budget Requirement Noncompliance by \$11,210 Determination; Email, Sally Keating, Superintendent of Schools, 8/23/11, Re: Communication regarding MBR.

a motion was made by W. Donaldson, seconded by L. Sylvestre, to approve an additional appropriation of 11,210 to the Board of Education from the general fund to meet the MER..

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by W. Donaldson, seconded by L. Sylvestre, to return to the normal order of business.

VOTE: UNANIMOUS MOTION CARRIED

2. Reading of Previous Minutes

A motion was made by R. Browne, seconded by L Sylvestre, to approve the previous minutes (6/15/11 Reg. Mtg., 7/20/11 Can., 8/17/11 Can.) as presented.

VOTE: UNANIMOUS MOTION CARRIED

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3. Correspondence (not covered in an agenda item below)
 1. Letter-of-Resignation, Theodore E. Koziol, 9/19/11 (effective 9/21/11)
 2. Memo, Municipal Finance Services, ST CT Office of Policy and Management (OPM), 7/1/11, Subject: Corrective Action Plan
 3. C: Letter, Thomas W. Sparkman, to ST CT Office of Policy and Management (OPM) 7/19/11, Re: Corrective Action Plan (response)
 4. Memo, Eugene Croce, Manager, Bureau of Grants Management, ST CT Dept. of Education, 7/26/11, Re: 2011-12 End of Year School Report, Schedule 7
 5. Letter, Donald J. DeFronzo, Acting Commissioner, Department of Construction Services, ST CT Dept. of Construction Services, 7/26/11, Re: Recently Enacted State Legislation
 6. Letter, Marcia L. Marien, CPA, Managing Partner, Marien + Co., Town Auditors, 8/10/11, Re: General Accounting Standards Board (GASB) Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions
 7. Letter, Marcia L. Marien, CPA, Managing Partner, Marien + Co., Town Auditors, 7/1/11 w/Engagement Letter; Fraud Questionnaires
 8. Letter, Marcia L. Marien, CPA, Managing Partner, Marien + Co., 6/30/11, to Linda Baah, Bookkeeper, Re: Field Work (audit prep.)
 9. Town Newsletter, Fall Issue
 10. C: Yearly Reminder - Purchase Order Policy/Fixed Assets Procedure to all Cost Centers from Thomas W. Sparkman, First Selectman
 11. C: Approved Selectmen's Requests - 6/15/11
 12. Email, Leonora Szruba, Chair., Commission on Aging, 6/21/11, Re: Year End Issues
4. Bills and action there on
 1. \$5,444, Marien + Company, LLC, CPAs, Town Auditor, 7/31/11, #23614, Re: Progress Bill
A motion was made by W. Donaldson, seconded by E. Lotreck, to pay \$5,444, to Marien + Company.
VOTE: UNANIMOUS MOTION CARRIED
 2. \$16,740, Marien + Company, LLC, CPAs, Town Auditor, 9/15/11, #23763, Re: Fieldwork
A motion was made by W. Donaldson, seconded by E. Lotreck, to pay \$16,740 to Marien + Company.
VOTE: UNANIMOUS MOTION CARRIED
5. Chairman's Report
Mr. Zelasky discussed his not running for another term then led a discussion regarding vacancies.
6. Student Ambassadors
Mr. Zelasky welcomed the students.
7. Monthly Statements
 1. Board of Education: 08/2010-2011; 08/2011-2012
 2. Treasurer's Reports: As of May 31, 2011; As of June 30, 2011; As of July 31, 2011
 3. General Government: Sent via pdf-July 2011; July through August 2011
8. Public Comment - None

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9. Old Business

- a. Finance Suggestion Box - Discussion
- b. Purchase Order Policy

Mr. Zelasky led a discussion regarding finalizing the Purchase Order Policy at the next Board meeting.

10. New Business:

- c. Annual Report - Discussion
- d. Meeting Schedule - Tabled
- e. Goals - Discussion
- f. Selectmen's Requests:

1. 7/11/11, \$214.14, additional appropriation to Line Item #51352, Delinquent Motor Vehicle Tax Fee. Pro-rated cost of administration of the Delinquent Motor Vehicle Tax Collection service by the DMV is more than the \$775 that was budgeted.

A motion was made by R. Browne, seconded by L. Sylvestre, to approve a \$214.14, additional appropriation to Line Item #51352, Delinquent Motor Vehicle Tax Fee.

VOTE: UNANIMOUS MOTION CARRIED

2. 7/25/11, \$930 additional appropriation to Line Item #51252, Document Preservation Grant
A motion was made by R. Browne, seconded by W. Donaldson, to approve a \$930 additional appropriation to Line Item #51252, Document Preservation Grant.

VOTE: UNANIMOUS MOTION CARRIED

3. 8/17/11 \$19,900 additional appropriation to Line Item #85001, Capital Improvements. The additional funds are needed to supplement existing funding for replacement of town hall roof.

A motion was made by W. Donaldson, seconded by R. Browne, to approve an additional appropriation of \$19,900 to Line Item #85001, Capital Improvements.

VOTE: UNANIMOUS MOTION CARRIED

11. Agenda Planning

It was the general consensus of those present to include: Meeting Schedule, Annual Report, Goals, Suggestion Box and Purchase Order Policy on the next agenda.

12. Other Business - None

13. Public Comment

A resident commented on the MER determination.

14. Adjournment

A motion was made by R. Browne, seconded by W. Donaldson, to adjourn at 8:57 p.m.

VOTE: UNANIMOUS MOTION CARRIED


Marlene Lepine, Clerk

APPROVED: _____
Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON.
CT ON 9-23-2011 AT 11:15 AM
ATTEST. BETSY M. BARRETT, TOWN CLERK