

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL *October*
WEDNESDAY, SEPTEMBER 19, 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, Thoms Wakely, Michael Zelasky
Alternate: Wayne Donaldson, Kenneth Mahler
MEMBERS ABSENT: Dennis Duplice, Lauren Sylvestre
OTHERS PRESENT: Student Ambassadors Eric Place, Spencer Holzschlag

Mr. Zelasky noted that Kenneth Mahler would be sitting in for Dennis Duplice.

2. Reading of Previous Minutes

A motion was made by R. Browne, seconded by Thomas Wakely, to accept the previous minutes as presented.

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence (not covered in an agenda item below) - None

4. Bills and action there on - None

5. Chairman's Report

Mr. Zelasky advised that the newly elected members will be seated at the December meeting of the Board.

6. Student Ambassadors

After Mr. Zelasky advised that Margaret Lewerk and Joyce Yuen will now be serving on the Conservation Commission, with Eric Place remaining on the Board of Finance, Spencer Holzschlag, introduced himself as a new Student Ambassador to the Board.

7. Monthly Statements

1. Board of Education

The September 2010 & 2011 statement was distributed for review. There were no comments.

2. Treasurer Report

The Treasurer's Report as of August 31, 2011 was distributed for review. There were no comments.

3. Profit & Loss Budget vs. Actual

The July - September Profit & Loss (General Government) Statement was e-mailed to members. There were no comments.

8. Public Comment - None

9. Old Business

a. Finance Suggestion Box

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A motion was made by R. Browne, seconded by E. Lotreck, to approve up to \$40 for the purchase of an office mailbox.

VOTE: UNANIMOUS MOTION CARRIED

It was the general consensus of those present to act on the policy for the suggestion box at the next Board meeting.

b. Purchase Order Policy

It was the general consensus of those present to table this item to allow the newly elected Board to have input on the policy.

c. Annual Report

Mr. Mahler volunteered to produce the report.

d. Goals - Discussion

10. New Business:

a. Draft Audit Discussion

After Mr. Zelasky reviewed some items noted in the audit by Marcia Marien, Marien + Company, Town Auditor, a motion was made by R. Browne, seconded by E. Lotreck, to transfer \$29,341 from the designated account for capital projects to School Roof under Capital Nonrecurring.

VOTE: UNANIMOUS MOTION CARRIED

Mr. Donaldson was asked by the Chairman to research how the error occurred.

b. 2012 Meeting Schedule

A motion was made by T. Wakely, seconded by E. Lotreck, to schedule meetings on the third Wednesday of each month at 7:00 p.m. in the Town Hall.

VOTE: UNANIMOUS MOTION CARRIED

c. Management Discussion and Analysis (MD&A)

After noting that he had produced the MD&A for the past two years and Ken Mahler the two prior years to that, Mr. Zelasky advised that he would not be doing it this year further noting that there are funds budget for it. It was the general consensus that he contact the Town Auditor to do the work.

d. Budget Schedule

It was the general consensus of those present to follow the same schedule as in past years.

e. Selectmen's Requests

Communication, Susan Macione, Marien + Company, Town Auditor, 9/15/11, Re: Budget Transfer (FY2010/2011 Budget - Auditor's End-of-Fiscal Year Budget Adjustments):

\$1,605 from Line Item #52731, Town Counsel transferred to the following line item:

\$149 to Line Item #51115, Administrative Assistant

\$157 to Line Item #51411, Assessor's Wages

\$115 to Line Item #55318, Zoning Enforcement Officer's Wages

\$103 to Line Item #70111, Senior Coordinator

\$38 to Line Item #70112, Van Driver's Wages

\$633 to Line Item #70141, Senior Center Utilities

\$410 to Line Item #70110, Senior Coordinator Grant

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A motion was made by K. Mahler, seconded by E. Lotreck, to approve the transfers totaling \$1,605.
VOTE: UNANIMOUS MOTION CARRIED

11. Agenda Planning

Roof Repair Report, Suggestion Box Policy, Purchase Order Policy and Annual Report were items to be included on the next agenda.

12. Other Business - None

13. Public Comment - None

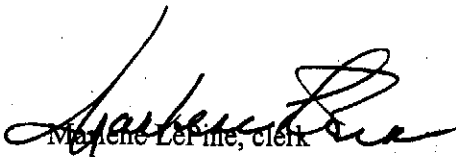
14. Adjournment

A motion was made by R. Browne, seconded by T. Wakely, to adjourn at 8:00 p.m.

VOTE: UNANIMOUS MOTION CARRIED

APPROVED _____

Michael Zelasky, Chairman


Marlene Lepine, clerk

RECEIVED FOR RECORD AT LISBON.
CT ON 10-21-2011 AT 9:45 AM
ATTEST. BETSY M. BARRETT, TOWN CLERK