

MINUTES
BOARD OF FINANCE
REGULAR MEETING
LISBON TOWN HALL
WEDNESDAY, DECEMBER 21, 2011
7:00 P.M.

1. Call to Order

The Regular Meeting of the Board of Finance was called to order by Thomas Wakely, Vice Chairman, at 7:00 pm. Chairman Wayne Donaldson entered shortly thereafter and took over the meeting.

MEMBERS PRESENT: Thomas Wakely, Wayne Donaldson, Lauren Sylvestre, J. McCloud,
Kenneth Mahler, Eric Lotreck

MEMBERS ABSENT: Dennis Duplice

OTHERS PRESENT: First Selectman Tom Sparkman
Student Ambassadors: Eric Place; (Absent): Joyce Yuen, Margaret Lewerk,
M. Gagnon

2. Reading of previous minutes:

A motion was made by K. Mahler second by E. Lotrek, to accept the minutes of the Special Meeting held November 16, 2011, as presented. VOTE: UNANIMOUS MOTION CARRIED

A motion was made by L. Sylvestre second by K. Mahler, to accept the minutes of the Regular Meeting held November 16, 2011, as presented. VOTE: UNANIMOUS MOTION CARRIED

A motion was made by K. Mahler second by E. Lotrek, to accept the minutes of the Special Meeting held November 30, 2011, as presented. VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence –

- a. Memo, from First Selectman to Town Employees, Boards, Committees and Commissions, dated December 13, 2011 re: invitation to Christmas lunch 12/22/11
- b. Copy of Letter, to Superintendents of Schools, from K. Chambers, Department of Education, dated December 2, 2011 re: 2011-2012 Education Cost Sharing, Public and Non-Public Transportation, Adult Education, and Health Services Revenue
- c. Financial Plan
- d. 2012 Schedule of Meetings

4. Bills and action thereon - NONE

5. Chairman Report – Management's Discussion and Analysis – W. Donaldson to send letter to T. Sparkman.

6. Student Ambassadors - NONE

7. Monthly Statements –

- a. OCT & NOV Monthly Statements
- b. October Financial Statement
- c. Profit & Loss, July through November
- d. Balance Sheet, as of October 31
- e. Management's Discussion and Analysis - REVIEW

8. Public Comment – NONE

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9. Old Business

- a. Finance Suggestion Box – T. Sparkman stated one will be hung up on the wall before the next meeting, and will be called “Board of Finance Suggestion Box”.
- b. Management’s Discussion and Analysis (MD&A) – Reviewed under “Monthly Statements”

10. New Business

- a. Board of Education Special Fund – Motion by T. Wakely second by E. Lotrek to have First Selectman contact the auditor to come up with a draft plan.

VOTE: UNANIMOUS MOTION CARRIED

- b. Selectman’s Request – T. Sparkman wished the Board Happy Holidays

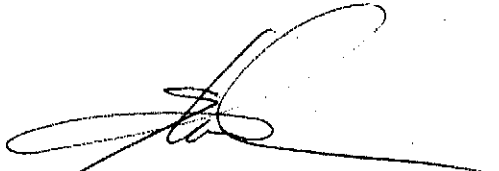
11. Agenda Planning

Add items “Update Annual Report” and “Purchase Order Policy”, both under “Old Business”

12. Other Business – NONE

13. Public Comment - NONE

14. Adjournment – 8:10 pm.



Elaine Joseph, acting clerk

APPROVED: _____
Wayne Donaldson, Chairman

RECEIVED FOR RECORD AT LISBON.
CT ON 12-27-2011 AT 9:45 AM
ATTEST. BETSY M. BARRETT, TOWN CLERK