

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, JANUARY 17, 2018  
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 7:01 p.m.

MEMBERS PRESENT: Michael Zelasky, Frank Burzycki, Wayne Donaldson, Randy Baah, Miles LaFemina

MEMBERS ABSENT: Thomas Wakely (ALT)

OTHERS PRESENT: Thomas Sparkman, First Selectman  
Gage Weber, LCS Student Ambassador

Motion was made by F. Burzycki second by W. Donaldson to go to agenda item 9.a.

VOTE: UNANIMOUS, MOTION CARRIED

2. Reading of Previous Minutes

Motion by W. Donaldson second by F. Burzycki to approve the Special Meeting minutes of 12/20/2017 with the following correction: The motion made in agenda item #1 should read "to appoint Miles LaFemina...", not "to recommend Miles LaFemina...".

VOTE: UNANIMOUS, MOTION CARRIED

Motion by W. Donaldson second by F. Burzycki to approve the Regular Meeting minutes of 12/20/2017 with the following correction: agenda item 8.b. should be "Acceptance of the contract requires approval of Board of Selectmen..." not "...First Selectman".

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Letter, from M. LaFemina re: resignation as alternate member
- b. Emails, from BoE re: budget
- c. Email, from M. Zelasky to Treasurer re: trial balance to be sent out
- d. Email, from M. Zelasky to I. Rogers, BoE re: Purchasing and Bidding Ordinance
- e. Email, from M. Marien to Board of Finance members re: draft audit will be ready by Friday
- f. Email, from Treasurer to M. Zelasky re: checkbook account for Capital Nonrecurring Fund
- g. Email, from M. Marien re: book reconciliations
- g. Email, from O'Connor Davies to First Selectman re: outstanding balance of \$15,000.00
- h. Email, from Chairman of the Board of Education re: Medicaid Account
- i. Email, forward of fiscal indicators
- j. Email, notification of 2 vacancies for alternate positions on Board of Finance, as well as vacancies on other boards, to go in the paper

4. Bills and action thereon

- a. O'Connor Davies, \$10,275.00 (\$15,420.00 total) inv #342367, dated 10/31/2017 – Motion by W. Donaldson second by R. Baah to approve payment of \$10,275.00.

VOTE: UNANIMOUS, MOTION CARRIED

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5. Monthly Statements – R. Baah noted that “Special Education” numbers were running high at \$373,188.00 under the Board of Education statement.
  - a. Treasurer’s Report – Review (as of December, 2017)
  - b. General Government – Review (July 2017 - December, 2017)
  - c. Board of Education – Review (December, 2017)

6. Reports
  - a. Chairman’s Report – NONE

7. Public Comment –

C. Johnson, Chairman of the Recreation Committee, questioned the policy regarding purchases made between \$1000 and \$10,000, and the need for three quotes. Under the new Policy and Procedures and Ordinance, will it now be a “sealed bid” process? Does the Board of Selectmen need to make the decision for purchases, and not the Rec Committee? He stated that the language in the proposed ordinance is confusing. M. Zelasky stated that this policy does not require a sealed bid for purchases between \$1000 and \$10,000. The language should be changed to reflect that it would be the decision of the “Cost Center Authority”.

Laurie Tirocchi, Town Clerk, also has concern for language that would require 3 written quotes. She is concerned that the language would require her to take the lowest bid. As of right now, it is not necessary to take the lowest bid if it is justified. Should it change, it would tie the hands of the cost centers, and she is concerned about it becoming a cumbersome process to purchase the necessary software and equipment needed. As of now, the office has standing contracts. Will it be required that they go to bid every five years over land records and computer systems?

M. Zelasky asked Mrs. Tirocchi if she thought the limit of \$1000 was too low for a quote, to which her answer was “\$1000 is very low”. He then stated that town counsel took the Board of Finance draft ordinance and revised it based on other town’s ordinances.

Keene Tart of the Recreation Committee thought that the use of “quote” instead of “bid” would be more appropriate language.

Angel Johnstone, Lisbon Town Assessor, stated that it would be necessary to have exceptions, that there are big money items in the Assessor’s office such as software, that is well over \$1000.00. Having to send it out to bid each year would be a huge detriment to the office. Ms. Johnstone stated that if she were to be required to accept the lowest bid on a similar software product, the office would literally be required to shut down for four months while software is being translated. She then went on to say that as a new employee of the town, she doesn’t like the idea of her being penalized for a mistake she may make with regard to purchasing policies while she is still becoming acquainted with those policies.

T.J. Restivo, of the Recreation Committee, suggested that the Board might consider a different process for recurring expenses, such as bus contracts, lawn care, etc. He also concurs about the sentiments regarding the penalties, and that enacting such penalties will drive away all the committee volunteers. Lastly, he questions whether or not this action would solve the problem that caused this policy change in the first place.



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8. Old Business

- a. Veteran's Property Tax Exemption - TABLED
- b. Purchase Order Policy and Procedures – The Policy and Ordinance needs to be listed separately and, once revised, should be sent to all cost centers individually for review and feedback. Board of Selectmen agreed to table until the Board of Finance comes back with a revised policy.
- c. 2017-18 Budget – Discussion

9. New Business –

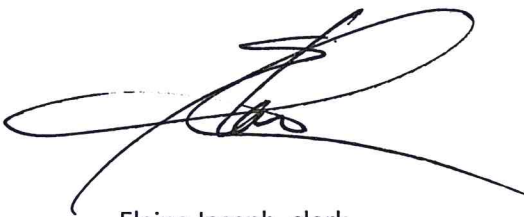
- a. FY2016-17 Audit presentation by O'Connor Davies (Marcia Marien to present). Marcia Marien, CPA of O'Connor Davies presented the firm's Audit Report for the Town of Lisbon's Fiscal Year ending June 30, 2017. She recommended that the Board request a report each quarter from the various Cost Centers. She also agreed that a separate checkbook for the Capital Non-recurring Funds be established. Also noted: A minimum overall fund balance of 16.6% would be ideal. Bound copies of the report were distributed to the members of the Board. A motion was made by M. LaFemina seconded by W. Donaldson to return to the regular order of business. VOTE: UNANIMOUS, MOTION CARRIED
- b. Status of MD&A – waiting until February because it has issues. M. Marien to file an extension.
- c. Status of Annual Report – W. Donaldson said that 8 of 28 reports are in.
- d. FY2018-2019 Budget – if budgets go up, it will mean a mil rate increase.
- c. Selectmen's Requests – NONE

10. Any other business which may properly come before the Board - NONE

11. Public Comment – NONE

12. Adjournment – A motion was made by F. Burzycki second by W. Donaldson to adjourn at 8:57 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: \_\_\_\_\_  
Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON

CT ON 01/22/2018 AT 10:10am

ATTEST. LAURIE TIROCCHI, TOWN CLERK

*Maryanne Wakely, Asst*