

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL VIRTUAL MEETING
WEDNESDAY, OCTOBER 21, 2020
7:00 P.M.

1. Call to Order

The regular virtual meeting of the Board of Finance was called to order by Wayne Donaldson, Chairman, at 7:01 p.m.

MEMBERS PRESENT VIA CONFERENCE CALL:

Wayne Donaldson, Michael Zelasky, Randy Baah, Frank Burzycki, Ian Rogers,
Thomas Wakely, Jr.

OTHERS PRESENT VIA CONFERENCE CALL:

Thomas Sparkman, First Selectman and Robert Brown, Selectman

2. Reading of Previous Minutes

Motion by F. Burzycki second by I. Rogers to approve the previous Regular Meeting minutes of 8/19/2020 as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, Letter from King, King & Associates, PC to BoE dated 10/5/2020 re: Auditor Testing Procedures
- b. Copy, Memo, from Chairman Wayne Donaldson to Thomas Sparkman, First Selectman dated August 25, 2020 re: Approval of Line Item Transfer of \$4849.00 to LI#51730 from LI#52728
- c. Memo, Winter 2020 Lisbon Quarterly Newsletter Submission Deadline: November 20
- d. Profit & Loss Report: July 2019 – September 2020

4. Bills and action thereon –

- a. King, King & Associates, CPAs, \$3,000.00, inv #16314 dated 9/28/2020 re: Audit. Motion by R. Baah second by I. Rogers to pay King, King & Associates, CPA, \$3,000.00, inv. #16314, dated 9/28/2020 re: Audit. VOTE: UNANIMOUS, MOTION CARRIED
- b. Statement, King, King & Associates, CPAs, \$5,082.19, dated 9/17/2020 re: inv. #1688 & inv. #FC5355 (Finance Charge). Motion by I. Rogers second by T. Wakely, Jr. to pay King, King & Associates the invoice of \$5,000.00. VOTE: UNANIMOUS, MOTION CARRIED
It was noted for the Record by Chairman Donaldson that the finance charge was incurred due to late payment of inv. #16188, and that the finance charge of \$82.19 was waived by the auditor.

5. Monthly Statements –

- a. Treasurer's Report - Review as of September 30, 2020
- b. General Government - Review and Discussion (September 2020)
- c. Board of Education – Review as of September 30, 2020
- d. CNR Report – Review as of September 30, 2020

6. Reports

- a. Chairman's Report – NONE

7. Public Comment – NONE

8. Old Business - NONE

TOWN OF LISBON

2021 SCHEDULE OF MEETINGS

In accordance with the provisions of Connecticut State Statutes §1-225, notice is hereby given that the regularly scheduled meeting of the

BOARD OF FINANCE
(Name of Board/Commission/Committee)

will be held on the following dates:

January 20

July 21

February 17

August 18

March 17

September 15

April 21

October 20

May 19

November 17

June 16

December 15

The above meetings will be held at 7:00 o'clock P m in the

TOWN HALL in Lisbon.

Signed:

[Signature] 10/13/20

Chairman

Secretary

Chairman and Secretary of all administrative and executive boards, commissions, agencies, bureaus or other bodies must file with the Town Clerk no later than January 31st of each year a schedule of the regular meetings of such bodies for the ensuing year, and no such meeting may be held sooner than thirty (30) days after the schedule has been filed. Thus, it is imperative that the Chairman and Secretary of these respective bodies file with the Town Clerk not later than December 1, 2020 a schedule of the regular meetings to be held in 2021.

Lisbon Board of Finance 2021-22 Budget Schedule.

January 8, 2021 General Government budgets provided to the First Selectman. (Excludes BoE budget)

March 9, 2021 General Government and Board of Education budgets due to the Board of Finance.

March 17, 2021 (Town Hall) - regular meeting

March 24, 2021 (Town Hall) - General Government and Board of Education budget presentation to the Board of Finance. Discussion and possible vote.

March 31, 2021 (Town Hall) - Budget discussion and possible vote.

April 6, 2021 (LCS Cafeteria) - Public Hearing on both budgets.*

April 14, 2021 (Town Hall) - Discussion and possible vote on both budgets.

April 21, 2021 (Town Hall) - Regular Meeting.

May 3, 2021(LCS Cafeteria) - Annual Town Meeting

- Per ordinance it is the first Monday of May
- The Capital and Non-Recurring account will be voted on at the meeting.
- The General Government and Board of Education Budgets will not be voted on at the meeting except to send the budgets to referendum.

Approximately 1-2 weeks later - Referendum on the General Government and Board of Education Budgets.

Approximately 1-2 weeks later - Mill Rate Set.

All dates are subject to change. Please contact Town Hall (860) 376-3400 or Wayne Donaldson lisbon.bof.chairman@hotmail.com to confirm dates.

- *Budgets will be available in the Town Clerk's office five (5) days prior to the Public Hearing.*

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9. New Business

- a. 2021 Schedule of Meetings - Reviewed and discussion. Motion by F. Burzycki second by R. Baah to approve the 2021 Schedule of Meetings as follows: 1/20/21, 2/17/21, 3/17/21, 4/21/21, 5/19/21, 6/16/21, 7/21/21, 8/18/21, 9/15/21, 10/20/21, 11/17/21 and 12/15/21 (See Attached).
VOTE: UNANIMOUS, MOTION CARRIED
- b. 2021/2022 Budget Schedule – Reviewed and discussion. Motion by F. Burzycki second by I. Rogers to approve the 2021/2022 Budget Schedule (See Attached).
VOTE: UNANIMOUS, MOTION CARRIED
- c. 5130 Grant for Senior Van Funding, Town Share – First Selectman Thomas Sparkman requested that the Board consider transferring \$13,151.00 from the LOCIP Account (30010.3) rather than from the CNR Fund as originally discussed. This amount is the Town's share of the \$61,151.00 for the new Senior Center Van, with \$48,000.00 having been awarded in grant money for the purchase. Motion was made by F. Burzycki second by T. Wakely, Jr., to approve the transfer of \$13,151.00 from the LOCIP Account (30010.3) to Line Item #85301 (Equipment, Furniture & Fixtures), for the Town's share of the purchase of the new Senior Center Van.
VOTE: UNANIMOUS, MOTION CARRIED
- d. Selectmen's Requests - NONE

10. Any other business which may properly come before the Board – I. Rogers suggested looking into a possible Fire District Tax. First Selectman Thomas Sparkman has looked into it some but would like to obtain more information before getting back to the Board on that issue.

11. Public Comment – NONE

12. Adjournment – Motion by T. Wakely, Jr. second by I. Rogers to adjourn at 7:36 P.M.

VOTE: UNANIMOUS, MOTION CARRIED

APPROVED: _____
Wayne Donaldson, Chairman

Renee Williams, clerk

RECEIVED FOR RECORD AT LISBON
CT ON 10/27/2020 AT 3:00pm
ATTEST, LAURIE TIROCCHI, TOWN CLERK
Laurie Tirocchi