

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, APRIL 19, 2023
7:00 P.M.

1. Call to Order

The regular meeting of the Board of Finance was called to order by Wayne Donaldson, Chairman, at 7:00 p.m.

MEMBERS PRESENT: Wayne Donaldson, Michael Zelasky, Randy Baah, Frank Burzycki, Susan Hull

MEMBERS ABSENT: Thomas Wakely, Kenneth Washburn (ALT), Philip Kinslow (ALT)

OTHERS PRESENT: Thomas W. Sparkman, First Selectman; Mark Robinson, Chairman, Fire Station Building Committee; Sally Keating, LCS Superintendent; Jacob Tattersall, LCS Student Ambassador

2. Reading of Previous Minutes

Motion by M. Zelasky second by R. Baah to approve the Regular Meeting minutes of 3/15/2023; Special Meeting minutes of 3/22/2023 and 3/29/2023; Public Hearing minutes of 4/4/2023 and Special Meeting minutes of 4/5/2023 as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Confirmation of Receipt of Audit by S&P Global Ratings, Dated 4/19/2023
- b. Letter, from King, King & Associates, P.C., to Chairman, Board of Finance dated 3/17/2023 re: Significant Audit Matters
- c. Copy, Memo, to Thomas W. Sparkman, First Selectman re: Board of Finance Actions 4/5/2023
- d. Copy, Email, from King, King & Associates, P.C. to Chairman, Board of Finance dated 4/17/2023 re: Audit findings and Board of Education encumbrances

4. Bills and action thereon

- a. LocalIQ (Bulletin), \$174.03, inv #8629846 dated 3/28/2023 re: Notice of Public Hearing. Motion by F. Burzycki second by R. Baah to pay.

VOTE: UNANIMOUS, MOTION CARRIED

5. Monthly Statements

- a. Treasurer's Report – Review as of March 2023
- b. General Government – Review as of March 2023
- c. Board of Education – Review as of March 2023 and March 2022
- d. CNR Report – NONE

6. Reports

- a. Chairman's Report – Chairman Donaldson briefly noted that he asked the Fire Station Building Committee Chairman to attend tonight's meeting, and he will be asked to speak later in the meeting. He also noted that he is having the auditors look into the claims made by Board of Education with regard to their encumbrances.

7. Public Comment – NONE

8. Old Business

- a. Fire House – Update – Chairman Donaldson, who is also a member of the Fire Station Building Committee, requested a report by other Board of Finance members who attended the last meeting of the Fire Station Building Committee. Mrs. Hull reported that she had attended and that the generator was a big topic of discussion due to the expected wait time once ordered. Chairman Donaldson asked for a cash flow projection

of Fire Station Building Committee Chairman Robinson. Mr. Robinson noted that the \$5million dollar bond will take approximately three months to put in place.

- b. 2023/2024 General Government and Board of Education Budgets – Chairman Donaldson noted that the budgets were finalized at the last meeting and will be brought to the Annual Town Meeting on May 1, 2023.
- c. Purchase Policy – Review and possible action thereon – Chairman Donaldson stated that adjustments need to be made to the policy and that he is not comfortable knowing that cost centers are not always following the procedures in place. Mr. Baah remarked that he feels the current policy needs reviewing by the Town Attorney and the Auditor before revisions are made. The Board Chair reported that the Attorney said that the Board of Selectmen should be directing the policy but the Board of Selectmen defers to the Board of Finance. Mr. Zelasky noted that the section regarding bids should be a Town Ordinance, but currently is not. He questioned why the quotes the Fire Station Building Committee received, don't meet Purchase Policy requirements. Chairman Robinson spoke and noted that the Town never adopted a Purchase Policy Ordinance. He also noted that the Townspeople voted in favor of allocating \$13 million dollars for the construction of the Fire Station, which included "soft costs". Josh Cingranelli, Deputy Fire Chief, suggested that the Board of Finance threatened the Fire Department's budget if the Fire Department did not give them certain requested documentation. Fire Station Building Committee member Miles LaFemina suggested that, based on what the Attorney said, he thinks the current Purchase Policy is "null and void". It was noted by Chairman Donaldson that Mr. LaFemina was a Board of Finance Board member at the time the Purchase Policy was being worked on and put into place. James Labonne, Fire Station Building Committee member, stated that the Board of Finance Chairman gives the impression that the Fire Station Building Committee is buying and spending without regard to the taxpayers. He notes that the Committee has received a minimum of three quotes for everything. Chairman Robinson noted that there is no "boiler plate" for Capital Improvement projects, and the Town needs to form one. He noted that when the Committee was formed, he expected guidance, particularly from the Board of Finance members on the Committee, but the Committee has been met with resistance. He notes that researching and purchasing for soft costs is very time consuming and in retrospect, should have been added to the General Contractor's responsibilities. He noted that lead times are very significant, using the generator, with well over a year's wait time, as an example. Chairman Donaldson responded that he and the Board of Finance members have the responsibility and obligation to be certain that the Fire Station Building Committee is doing their due diligence with costs, but claims the Committee does not have documentation indicating they have. Mr. Cingranelli then responded that if they were required to send out every single item to bid, the project would be over budget and would never get finished. It was also noted that the Fire Station Building Committee took a great risk when sending the project out for rebid, and yet they did and were able to get bids below budget. Mr. Zelasky stated that he believes the best action would be to have Board of Finance members present at the Fire Station Building Committee meetings, oversee the quotes received. Motion by M. Zelasky second by S. Hull to authorize the Board of Finance to oversee the Fire Station Building Committee's finances, asking Board of Finance members present at Fire Station Building Committee meetings to bring back quotes received to the Board of Finance for review.
VOTE: UNANIMOUS, MOTION CARRIED
- d. Lisbon Fire Department Audit – Discussion and possible action thereon – Chairman Donaldson asked that this topic be removed from future agendas.
- e. Annual Report Narrative FY 21/22 – Chairman Donaldson noted that there seems to be a discrepancy with the numbers provided by King, King & Associates and the Board of Education numbers. The Chair recognized Judy Jencks, Chairwoman, Board of Education, who noted that every month, two financial reports are submitted to the Board of Finance for comparison. She suggested that the Board of Finance is unfairly suggesting that the Board of Education is wrong, and that the Auditors are right. Sally Keating, Superintendent of Schools, noted that many districts have encumbrances this time of year, and the Town does not have over

MINUTES
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WEDNESDAY, APRIL 19, 2023
Page 3 (Old Business, cont)

\$216,000.00 of Board of Education money as reported by the Auditors. She believes King, King & Associates' audit to be inaccurate, and is concerned that the audit has been submitted to various official organizations as-is. She then asked that the email chain as read into the record by Chairman Donaldson, under Correspondence be forwarded to her under the Freedom of Information Act. Chairman Donaldson noted that if the Auditor made errors in their audit, it needs to be addressed.

9. New Business

a. Selectman's Requests

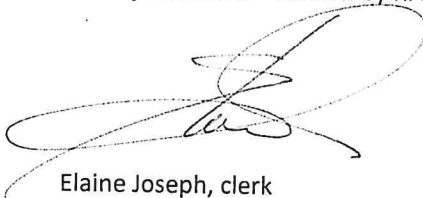
- i. Line Item Transfer of \$7,000 to #70111 (Senior Coordinator Wages) with \$3500 from LI#52731 (Town Counsel) and \$3500 from LI# 52732 (Town Engineer) – Motion by R. Baah second by F. Burzycki to approve.
VOTE: UNANIMOUS; MOTION CARRIED
- ii. Line Item Transfer of \$1,000.00 to #70114 (Senior Center Coverage Wages) from LI# 70130 (Senior Citizens Services). Motion by F. Burzycki second by S. Hull to approve.
VOTE: UNANIMOUS; MOTION CARRIED
- iii. Additional Appropriation in the amount of \$11,600.00 to LI#52130 (Purchased Services) for services contract for recycling. Motion by R. Baah second F. Burzycki to approve.
VOTE: UNANIMOUS; MOTION CARRIED

10. Any other business which may properly come before the Board – Mr. Zelasky noted that the Projected Revenue spread sheet shows the \$227,000.00 deficit as being taken from the CNR account to make the 23.43 mil rate but notes that in the past, any deficit has always been taken from the General Fund. Chairman Donaldson noted that he will review the document and make necessary changes.

11. Public Comment – NONE

12. Adjournment – Motion by R. Baah second by F. Burzycki to adjourn at 8:11 P.M.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: _____
Wayne Donaldson, Chairman

RECEIVED FOR RECORD AT LISBON, CT
ON 4/25/23 AT 9:32am
ATTEST. MICHELLE GRANT, TOWN CLERK

