

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, JUNE 21, 2023  
7:00 PM

1. Call to Order

The Regular Meeting of the Board of Finance was called to order by Wayne Donaldson, Chairman, at 7:00 pm.

MEMBERS PRESENT: Wayne Donaldson, Michael Zelasky, Frank Burzycki, Thomas Wakely Jr., Susan Hull, Phillip Kinslow (Alt)

MEMBERS ABSENT: Randall Baah

ALSO PRESENT: Thomas Sparkman, First Selectman, Robert Browne, Selectman

2. Reading of previous minutes

Motion by T. Wakely second by S. Hull to approve previous Regular Meeting minutes of 5/17/2023 as presented. VOTE UNANIMOUS, MOTION CARRIED

3. Correspondence

a. Note for the record that the Selectman's request from last month was approved by the board although no motion was made.

b. Copy of resignation letter dated 6/1/23 from Ken Washburn as the Alt Member of the Board.

c. Acknowledgment of the \$90.00 adjustment in the final budget figure.

d. ARPA worksheet previously requested

e. Confirming appointment of the Auditor for next year.

Philip Kinslow enters the meeting at 7:05 PM and is seated by the Chairman for R. Baah.

f. A copy of a note to the tax collector about the mill rate that was set.

4. Bills and actions thereon

a. Norwich Bulletin, \$168.90, dated 6/06/23 Order #8919325 for Public Hearing Notice.

Motion by T. Wakely second F. Burzycki to authorize the Chairman to pay this bill.

VOTE UNANIMOUS, MOTION CARRIED

b. Minuteman Press, \$1,071.92, dated 6/1/2023 for 100 copies of the 2022 Annual Report.

The Chairman will look into binding options for the future in an attempt to reduce this cost.

Motion by F. Burzycki second T. Wakely to pay this bill as presented.

VOTE UNANIMOUS, MOTION CARRIED

5. Monthly Statements

a. Treasurer's Report - Review

b. General Government -Review

c. Board of Education – Review

d. CNR Report -None

e. ARPA fund worksheet - Review. The Chairman says the Board should be approving these expenditures.

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6. Reports

a. Chairman's Report

- i. For the Record the Chairman states that the information on the bottom of page 10 of the 2022 audit should read "The Town currently maintains a bond rating of AA by Standard & Poor's", not Aa3 by Moody's.
- ii. Chairman's request to Board of Ed for purchase orders, invoices and quotes that were presented for the audit have not been received to his satisfaction. He is awaiting more information.

7. Public Comment – None

8. Old Business

a. Fire House Update – Chairman will update the Board after attending the meeting scheduled for Thursday, June 22 as no Board member attended the last Fire Station Building Committee meeting.

b. Purchase Policy – Review and possible action thereon

Motion by S. Hull second F. Burzycki to adjust the presented purchase policy to reflect higher limits on on page 2 under II. Purchases - Section A to raise the amount for petty cash purchases from \$25 to \$50, and on page 3 - Section B to increase the "Less than or Equal to" range to \$1000 - \$3500, and accordingly to adjust the figures in Section C in the same way. Also, in Section D to increase the range to \$3500-\$20,000. In Section C on page 3 the last sentence of the first paragraph is to read "The email is not a legal document" striking out the word "public". On page 6 under VII. Further Details, Section A. Assets, to change the wording by eliminating "the Bookkeeper will log the purchase" to "there shall be a log for asset control" and to bring a clean copy with all the changes to the next meeting for action.

VOTE UNANIMOUS, MOTION CARRIED

c. Annual Report Narrative FY 21/22 – Completed copies presented to the Board

d. FY 21/22 Audit – Update

The Auditor made changes requested by the Board of Ed but added a negative comment about the deficiency of bill paying in a reasonable amount of time.

9. New Business

a. Selectmen's Request –

- i. Line item transfer in the amount of \$1244.88 to Line item #52550 (Supplies & Expense) from Line item #52530 (Purchased Services) to cover the cost of salaries paid for the recent budget referendum.

Motion by F. Burzycki second M. Zelasky to approve this line item transfer.

VOTE UNANIMOUS, MOTION CARRIED

- ii. Line item transfer in the amount of \$3470.35 to Line item #51211 (Town Clerk's Salary) with \$999.00 from line item #51212 (Asst. Town Clerk Salary) and \$2471.35 from line item #52727 (Town

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Share Retirement) to cover the cross training of new employee during the transition of power.  
Motion by T. Wakely second F. Burzycki to approve this line item transfer.

VOTE UNANIMOUS, MOTION CARRIED

iii. Line item transfer in the amount of \$2995.00 to Line item #55250 (Resident Trooper Supplies & Expense) from Line item #55312 (Fire Marshal Wages) to fund a new and more reliable radar for the resident state trooper.

Motion by F. Burzycki second T. Wakely to approve this line item transfer.

VOTE UNANIMOUS, MOTION CARRIED

iv. Line item transfer in the amount of \$2124.89 to Line item #70111 (Senior Coordinator's Salary) with \$935.00 from Line item #70113 (Nutrition Site Server Salary) and \$1189.89 from Line item #52727 (Town Share Retirement) to cover cross training of new employees and vacation payouts due to multiple hires.

Motion by P. Kinslow second M. Zelasky to approve this line item transfer.

VOTE UNANIMOUS, MOTION CARRIED

v. Additional Appropriation in the amount of \$50,000 to cover current payroll shortfall from the Lisbon Emergency Response. This amount was previously cut from their budget.

Motion by S. Hull second M. Zelasky to approve this additional appropriation to come from ARPA funds.

VOTE: W. DONALDSON, NO, P. KINSLOW, NO, MOTION CARRIED 4 to 2

10. Any other business which may properly come before the Board – None

11. Public Comment – None

12. Adjournment

Motion by T. Wakely second by F. Burzycki to adjourn at 7:58 PM

VOTE UNANIMOUS, MOTION CARRIED

  
Janet Lefevre, Clerk

Wayne Donaldson, Chairman

RECEIVED FOR RECORD AT LISBON, CT  
ON 6/23/23 AT 10:08 AM  
ATTEST. MICHELLE GRANT, TOWN CLERK  
