

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, SEPTEMBER 20, 2023  
7:00 P.M.

1. Roll Call: The Regular Meeting of the Board of Finance was called to order by Wayne Donaldson, Chairman, at 7:05 p.m.

MEMBERS PRESENT: Wayne Donaldson, Michael Zelasky, Frank Burzycki, Susan Hull,  
Randall Baah, Philip Kinslow (Alt)

MEMBERS ABSENT: Thomas Wakely, Jr.

ALSO PRESENT: Robert Browne, Selectman, Susan Caron, Munistat, Inc.

Motion made by M. Zelasky second by S. Hull to seat Philip Kinslow (Alt) in place of Thomas Wakely, Jr.

VOTE: UNANIMOUS, MOTION CARRIED

Motion made by R. Baah second by S. Hull to reorder the agenda and move to #8b – Fire House, Additional Bonding – Discussion and possible action thereon.

VOTE: UNANIMOUS, MOTION CARRIED

2. Reading of Previous Minutes

Motion made by R. Baah, second by F. Burzycki to approve the Regular Meeting minutes of 8/16/2023 as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, dated 8/16/23, from Board of Finance, re: Purchase Policy
- b. Email, dated 9/14/23, from M. Heft, CT Office of Policy and Management, re: FY23 Municipal Revenue Sharing Grant.
- c. Copy, memo, dated 8/17/23, from W. Donaldson, to T. Sparkman, First Selectman, re: Board of Finance Actions – 8/16/23
- d. Flyer, from Historical Society, re: Walktober event on 10/7/23 at Newent Congregational Church

4. Bills and action thereon

- a. Invoice #20660, dated 8/31/23, from King, King & Associates, CPAs, in the amount of \$4,000.00. W. Donaldson will contact them to get clarification on the Description of Service. No action taken.

5. Monthly Statements

- a. Treasurer's Report - Review
- b. General Government - Review
- c. Board of Education - Review
- d. CNR Report – None

Discussion regarding LER funding and accountability requirements in the future.

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
WEDNESDAY, SEPTEMBER 20, 2023  
Page 2

6. Reports

a. Chairman's Report

Chairman Donaldson reported that he will have a better idea of the Fire Station budget and expenses at the next meeting. Also to consider is the ARPA funding that was used to help fund some of the startup of the construction. A decision will need to be made on bonding at the next BoF meeting. He had attended a walk through of the new Fire Station. The roof is on, the walls are going up, the electrical and plumbing are in the slab, the problem with the water retention pond in the back has been resolved. The antenna has been eliminated but the cost savings will be replaced by new radio equipment. Construction of the building is currently on schedule and should be enclosed before the winter weather impacts.

7. Public Comment – none

8. Old Business

a. Fire House – Update

R. Brown, Selectman, reported that he attended a Fire Station Building Committee workshop on 9/18/23. The purpose of the workshop was to discuss different types of radio systems and equipment. They also approved the phone system. The diesel generator is on order and is ready to install once it is in.

b. Fire House, Additional Bonding – Discussion and possible action thereon

Susan Caron from Munistat, Inc. reviewed various debt service bonding options with the board. Also discussed were various scenarios of long term impacts on the mill rate. Ms. Caron left the meeting at 7:37 pm.

9. New Business

a. Fire Station Building Committee – Appointment of a BoF representative to the Committee

Motion made by S. Hull second by M. Zelasky to appoint R. Baah to represent the BoF on the Fire Station Building Committee.

VOTE: UNANIMOUS. MOTION CARRIED

b. Auditor, Request for Proposals – Discussion and possible action thereon

Chairman Donaldson asked the board to review the RFP document. This will be discussed at the next meeting.

c. Selectmen's Requests – none

d. FY 24/25 Budget Schedule

Motion made by S. Hull second by M. Zelasky to approve the 2024/25 Budget Meeting Schedule as presented.

VOTE: UNANIMOUS. MOTION CARRIED

## Board of Finance 2024-25 Budget Meeting Schedule

Meetings will be held at 7:00PM  
Town hall meeting room unless otherwise noted.

January 5, 2024 General Government budgets provided to the First Selectman. (Excludes BoE budget)

March 11, 2024 General Government and Board of Education budgets due to the Board of Finance.

March 13, 2024 (Town Hall) - General Government and Board of Education budget presentation to the Board of Finance. Discussion and possible vote.

March 20, 2024 (Town Hall) - regular meeting

March 27, 2024 (Town Hall) - Budget discussion and possible vote.

April 3, 2024 (LCS Cafeteria) - Public Hearing on both budgets.\*

April 10, 2024 (Town Hall) - Discussion and possible vote on both budgets.

April 16, 2024 (Town Hall) - Regular Meeting.

May 6, 2024(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.

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
WEDNESDAY, SEPTEMBER 20, 2023  
Page 3 New Business (Cont'd)

- e. FY 22/23 Annual Report – Chairman Donaldson explained that he would like to request that the cost centers send in their annual reports by 12/31/2023.  
Motion made by R. Baah second by M. Zelasky to approve the request that the cost center annual reports will be due by 12/31/23.

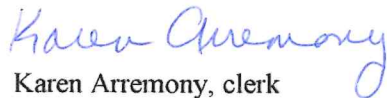
VOTE: UNANIMOUS, MOTION CARRIED

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


11. Public Comment - none

12. Adjournment – Motion made by R. Baah second by M. Zelasky to adjourn at 8:14 p.m.

VOTE: UNANIMOUS, MOTION CARRIED

  
Karen Arremoney, clerk

APPROVED: \_\_\_\_\_  
Wayne Donaldson, Chairman

RECEIVED FOR RECORD AT LISBON, CT  
ON 9/22/23 AT 10:14 am  
ATTEST. MICHELLE GRANT, TOWN CLERK  
 ASST.