

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, NOVEMBER 15, 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 7:04 pm.

MEMBERS PRESENT: Wayne Donaldson, Randall Baah, Frank Burzycki, Susan Hull

MEMBERS ABSENT: Thomas Wakely, Jr., Mike Zelasky

ALSO PRESENT: Thomas Sparkman, First Selectman, Megan Jenkins, Assistant Principal, Sally Keating, Superintendent, Brian McGlew, & Ian Rogers from Lisbon Central School, Philip Kinslow, Brandi Larkin and other community members.

2. Reading of Previous Minutes

a. Regular Meeting of 10/18/2023

Motion by F. Burzycki second S. Hull to accept the minutes as presented.

VOTE UNANIMOUS, MOTION CARRIED

3. Correspondence –

a. FOI Request for LER records and budget report from Miles LaFemina dated 11/15/2023.

b. Copy of a letter dated 10/4/2023 from the CT Department of Economic and Community Development informing the Selectman that Lisbon has been designated as a “distressed” municipality.

c. Copy of a letter dated 10/19/2023 from King & King clarifying the statutes pertaining to the Audit and filing of statements by the Board of Education.

d. Copy of letter dated 11/9/2023 from Joslin Lorange, LCS student ambassador program coordinator announcing Kieran Rickard as Student Ambassador for the Board of Finance.

e. Memo dated 10/19/2023 confirming approval of Selectman’s Request for additional appropriation of \$19,900.00 to LI#52733 (Insurance and Bonding)

4. Bills -

a. LocalIQ (Norwich Bulletin), \$168.90 dated 10/20/23 Order #9433326 for Ad for Auditor.

Motion by S. Hull second by F. Burzycki to approve to pay the bill as presented.

VOTE UNANIMOUS, MOTION CARRIED

b. King, King & Associates, CPAs \$3,500.00 dated 10/31/23 Inv. #20845.

Motion by R. Baah second F. Burzycki to approve to pay the bill as presented.

VOTE UNANIMOUS, MOTION CARRIED

5. Monthly Statements

a. Treasurer’s Report - Review

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b. General Government – Review

A Municipal Stabilization Grant for \$139,316.00 that was not included in the budget will help offset town expenses.

c. Board of Education – Review

d. CNR Report - None

6. Reports

a. Chairman's Report

The Chairman received a request for information from an auditing firm but they did not put in a bid.

7. Public Comment - None

8. Old Business

a. Fire House – Update

Information for bonding was received and forwarded to S&P Global. A response is expected tomorrow.

b. Auditor, Request for Proposals – nothing to report

c. FY 24/5 Budget Request –A zero percent increase will be requested from the cost centers.

9. New Business

a. Board Members/Committee Members

A subcommittee is prepared to request monthly statements for labor and wages costs for day time workers and shift workers from Lisbon Emergency Response, cost for each ambulance, a list of calls and money collected from the calls and information about lag in billing for out of town calls and collection rates. It is proposed that LER be subject to audits with the new auditing contract.

b. Annual Report Narrative FY 22/23

Cost Centers will be requested to get reports in by the beginning of January in time for audit to be completed for the public hearing.

c. Selectmen's Request

Urban Action Grant in the amount of \$500,000 for sidewalks has been submitted and awaiting approval. RFP for siding for the church estimated at \$30,000 will be sent out to bid and taken from unexpended ARPA funds.

d. BOE – Grant Application

Ian Rogers brought forward a proposal from the BOE Building Committee to apply for a grant for air conditioning in the cafeteria/multi-purpose room with a reimbursement rate of 57.14% from the state. The estimate for the project is \$231,000 for roof top units and ductwork. The total cost to the town estimated to be \$103,290 after reimbursement. The Chairman iterated that the grant would require a Professional Cost Estimator's report. He also clarified that the town must put up the total amount of the

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project up front and wait for the state reimbursement which historically has been very slow. This money would be pulled from the reserve funds of the town.

Motion S. Hull second F. Burzycki to approve \$241,000 for air conditioning and related costs in the LCS cafeteria pending grant approval.

VOTE UNANIMOUS, MOTION CARRIED

The Chairman requested quarterly reports on the project.

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

11. Public Comment - Philip Kinslow voiced concern about the Board of Education spending money on air conditioning when their budget for fuel for this year has only \$2000 left. Brian McGlew will verify the status of the fuel. He also brought forth concern about the town being responsible for the upkeep of the church property since it has been turned over to the Historical Society. The First Selectman clarified that the church is an important historical building in the town and must be maintained. It is possible that ARPA money will be used for the siding on the church. P. Kinslow also questioned Lisbon Emergency Response funding. The First Selectman verified that ARPA funds were diverted from new windows in the Town Hall and roof on the Town Garage projects to fund the LER for two years.

Brandy Larkin asked about Capital Improvement projects plans for the next five years that would impact the budget and tax payers.

As part of the last budget cycle the Chairman requested Cost Centers for Capital expense plans for five years out. There were no major projects reported.

12. Adjournment

Motion F. Burzycki second R. Baah to adjourn at 7:55 p.m.

VOTE UNANIMOUS, MOTION CARRIED

Wayne Donaldson, Chairman


Janet Lefevre, Clerk

RECEIVED FOR RECORD AT LISBON, CT
ON 11/17/23 AT 10:44 am
ATTEST. MICHELLE GRANT, TOWN CLERK
