

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, JANUARY 17, 2024
7:00 PM

1. Call to Order

The Regular Meeting of the Board of Finance was called to order by Mike Zelasky, Vice-Chairman, at 7:00 pm.

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

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

Motion W. Donaldson second R. Baah to digress from the regular order of agenda and proceed to agenda item 9. New Business a. Election of Chairman and Vice-Chairman.

VOTE UNANIMOUS, MOTION CARRIED

Newly elected Chairman Wayne Donaldson presides over the meeting.

2. Reading of previous minutes

- a. November 15, 2023 Regular Meeting
- b. December 20, 2023 Cancellation

Motion F. Burzycki second P. Kinslow to approve previous Meeting minutes mentioned as presented.

VOTE UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Response to an FOI request letter to M. Lafemina regarding LER Bonding Information.
- b. Copy of final results of bonding
- c. Copy of letters disbanding committee for the LCS Indoor Air Quality Grant project.
- d. Copy of memo request for 0% increase for 2024-2025 budget year sent to all cost centers.
- e. Copy of request to all cost centers for Narratives for the annual report.

4. Bills and actions thereon

- a. King & King, CPAs \$1,400.00, dated 12/31/23 Inv. # 21015 for State Single Audit.

Motion M. Zelasky second R. Baah to pay this bill as presented.

VOTE UNANIMOUS, MOTION CARRIED

- b. King & King, CPAs, \$3,000, dated 11/30/2023 Inv. # 20948 for current balance due on BOS Audit - FYE 6/30/23. Motion F. Burzycki second R. Baah to pay this bill as presented.

VOTE UNANIMOUS, MOTION CARRIED

- c. King & King, CPAs, \$4,500, dated 12/31/23 Inv.# 20991 for balance of Federal Single Audit. The final audit report has not been submitted.

Motion F. Burzycki second R. Baah to table this bill and not pay this invoice until audit is complete.

VOTE UNANIMOUS, MOTION CARRIED

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5. Monthly Statements

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

6. Reports

- a. Chairman's Report – Auditor has requested to present at the next regular BOF meeting on 2/21/24

7. Public Comment – None

8. Old Business

a. Fire House Update – Building envelope installation issues arose and resolution accepted by the Fire Station Building Committee. Most concrete flooring has been poured, interior work continues. A/V budget which includes phones, computers and surveillance is projected to be over its limit, the Committee is working to find ways to save money.

b. Auditor, Request for Proposal – Only one proposal received that was significantly higher than the past.

Motion P. Kinslow second R. Baah to send audit back out for a rebid.

VOTE UNANIMOUS, MOTION CARRIED

- c. FY 24/25 Budget Request

Motion M. Zelasky second R. Baah to submit request of \$41,000 for 24/25 BOF Budget.

VOTE UNANIMOUS, MOTION CARRIED

- d. Annual Report Narrative FY 22/23 – Reminders to be sent to cost centers for reports.

9. New Business

- a. Election of Chairman and Vice-Chairman

Motion S. Hull second R. Baah to nominate W. Donaldson as Chairman of BOF.

VOTE UNANIMOUS, MOTION CARRIED

Motion W. Donaldson second R. Baah to nominate M. Zelasky as Vice-chairman of BOF.

VOTE UNANIMOUS, MOTION CARRIED

b. Public Relation – P. Kinslow requested to be a social media voice of the Board of Finance in an effort to get more involvement and transparency with the public. The Chairman requested a specific plan and parameters before action will be taken on this proposal.

- c. Selectmen's Requests -None

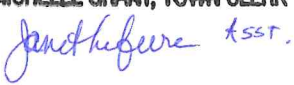
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10. Any other business which may properly come before the Board – None
11. Public Comment – A resident stood to ask for clarification of the audit process.
12. Adjournment
Motion F. Burzycki second P. Kinslow to adjourn at 8:05 PM

VOTE UNANIMOUS, MOTION CARRIED


Janet Lefevre, Clerk

Wayne Donaldson, Chairman

RECEIVED FOR RECORD AT LISBON, CT
ON 1/23/24 AT 1:28 pm
ATTEST. MICHELLE GRANT, TOWN CLERK
 ASST.