

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, MARCH 20, 2024  
7:00 PM

1. Call to Order

The Regular Meeting of the Board of Finance was called to order by Wayne Donaldson, Chairman, at 7:01 pm.

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

MEMBERS ABSENT: Phillip Kinslow, Jonathan Maynard (Alt)

ALSO PRESENT: Jacob Tattersall - LCS Student Ambassador, Lisbon Central School Board of Education Representatives, First Selectman, T. Sparkman and Lisbon Fire Department and LER Representatives.

It is noted for the record that members of the general public were present.

Motion F. Burzycki second R. Baah to seat R. Rogers for P. Kinslow.

VOTE UNANIMOUS, MOTION CARRIED

Motion R. Baah second F. Burzycki to reorder agenda to address item B under New Business, Request, BOE – Excess Cost Reimbursement.

VOTE UNANIMOUS, MOTION CARRIED

Motion R. Baah second R. Rogers to move to New Business, item C, Discussion and Dialogue with LER on Budget Request.

VOTE UNANIMOUS, MOTION CARRIED

2. Reading of previous minutes

a. February 21, 2024 Regular Meeting

Motion F. Burzycki second R. Rogers to approve the minutes as presented.

VOTE UNANIMOUS, MOTION CARRIED

b. March 13, 2024 Special Meeting

Motion F. Burzycki second R. Baah to approve the Special Meeting minutes with the acknowledgement that the motion to reorder the agenda was seconded by R. Rogers (Alt) who was not a seated member at the time, noting that the motion had no significant impact.

VOTE UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy of a letter from the BOE requesting reimbursement of excess funds.
- b. Copy of note from J. Cingranelli about his availability to attend the meeting.
- c. Copy of email from P. Kinslow with questions for LER.
- d. Copy of email from I. Rogers with requested information about cost over expenses.
- e. Copy of email chain with S. Keating with information for the annual report.

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4. Bills and actions thereon

- a. King & King \$4,700 dated 1/29/24 Inv. # 21036 to close out general audit.

Motion S. Hull second F. Burzycki to approve to fund the invoice with the indicated line items.

VOTE UNANIMOUS, MOTION CARRIED

It is noted for the record that this bill was approved at the last regular meeting in February.

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 –Budget discussion to follow. Re: Fire Station Building Committee - Some issues with the construction have arisen which may incur additional expenses. There is a current remaining balance of \$4,986,917 including \$118,000 in contingency funds.

7. Public Comment – None

8. Old Business

- a. Fire House Update – Possible delay in completion due to weather impact.
- b. Auditor, Request for Proposals – Just one proposal, from King and King was received with no changes.

Motion by R. Baah second F. Burzycki to appoint King and King the auditor contract for the next three years with an option for an additional two years at the rate of \$50,000 for year 1, \$52,500 for year 2, and \$55,125 for year 3.

VOTE UNANIMOUS, MOTION CARRIED

It is noted for the record that the proposed amount budgeted for the auditor contract will need to be adjusted.

- c. Annual Report Narrative FY 22/23 – Completed and out for print. It is noted for the record, that no reports have been received from the Fire Department, Fire Marshal or LER (ambulance service).
- d. Public Relations –

Motion R. Rogers second F. Burzycki not to post the digital recording of the BOF meetings on the Town web site, but to keep the current policy of digital recordings being available by providing the Town Clerk with a thumb drive to transfer the information. VOTE: R. Baah, F. Burzycki, R. Rogers –In favor, M. Zelasky opposed. S. Hull and W. Donaldson abstained.

MOTION CARRIED

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e. FY 24/25 General Government & Board of Education Budgets

Passed on the current proposed budget, the mill rate would need to increase to 25.8, a 10.12% Increase. The Chairman proposed a 25.43 mill rate, an 8.5% increase, which includes removing \$200,000 from surplus.

9. New Business

a. Selectmen's Request – None

b. Request, BOE-Excess Cost Reimbursement –

First, I. Rogers reported answers to the Board's inquiry regarding Grant fund money allocation. Afterwards, I. Rogers requested that \$144,000 be returned to the Board of Education budget once the state has reimbursed the town for the excess funds that had not previously been included in the budget. This amount of money to be refunded by the State is the result of three additional special education students that entered the school system after the budget was approved last year.

Motion R. Rogers second R. Baah to reimburse the BOE \$144,000 for excess costs for special education pending a decision of the need for a town meeting. VOTE UNANIMOUS, MOTION CARRIED

c. Discussion and Dialogue with LER on Budget Request-

Assistant Chief, and LER Board member, Josh Cingranelli gave a report on the need for funding for LER staffing. He acknowledged that, at its inception, LER anticipated being able to contribute funds towards payroll with ambulance revenue, but it quickly became apparent that all the ambulance revenue was being consumed by costs for gear, maintenance, supplies and equipment including the purchase of an additional ambulance. He stressed that recruiting new volunteers has been difficult and the need for paid staff is crucial for the continuation of ambulance service in town. Cost savings ideas, such as regionalization and municipal grant submissions were discussed. The LER has agreed to submit bi-annual payroll reports and profit and loss spread sheets to the Board of Finance.


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

11. Public Comment – None


12. Adjournment

Motion F. Burzycki second R. Baah to adjourn at 8:45 PM.

VOTE UNANIMOUS, MOTION CARRIED

  
Janet Lefevre, Clerk

Wayne Donaldson, Chairman

MAR 25 '24 AM 10:03  
RCV LISBON TOWN CLERK  
 ASST.