

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, NOVEMBER 15, 2017
7:00 P.M.

1. Call to Order

The regular meeting of the Board of Finance was called to order by Michael Zelasky, Chairman, at 7:00 p.m.

MEMBERS PRESENT: Thomas Wakely, Michael Zelasky, Frank Burzycki, Jim McCloud

Miles LaFemina (Alt)

MEMBERS ABSENT: Dennis Duplice, Robert Dufort, Leo MacDonald (Alt), Wayne Donaldson (Alt)

OTHERS PRESENT: Thomas Sparkman, First Selectman

Motion was made by F. Burzycki second by J. McCloud to seat M. LaFemina for R. Dufort.

VOTE: UNANIMOUS, MOTION CARRIED

2. Reading of Previous Minutes

Motion by T. Wakely second F. Burzycki to accept previous minutes as written.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Memo: to all cost centers re: Annual Report Narrative
- b. Notice, CCM Workshops
- c. Email, from Ian Rogers, Chairman BoE to Board of Selectmen re: Audit Access to BoE Financial Portal
- d. Email, from M. Zelasky to Board of Finance members re: Ordinance
- e. Email, from M. Zelasky to M. Maroin re: audit
- f. Email, to Board of Finance re: approved state budget numbers
- g. Emails, between M. Zelasky and Town Clerk re: BoF Alternate L. MacDonald not contesting vote recount; two alternate positions on the Board still need to be filled.

4. Bills and action thereon – NONE

5. Monthly Statements – No Comments

- a. Treasurer's Report – Review (as of October, 2017)
- b. General Government – Review (July 2017 - October, 2017)
- c. Board of Education – Review (October, 2017)

6. Reports

- a. Chairman's Report – Chairman Zelasky reported that RFP for auditor will go out next month.

7. Public Comment – NONE

LISBON PURCHASING AND COMPETITIVE BIDDING ORDINANCE

I. Purpose

The purpose of this ordinance is to obtain the best available price for quality materials, goods and services from a responsible party by requiring quotations or competitive sealed bids for certain purchases by the Town, including its Board of Selectmen and Board of Education, when the costs for such goods and services exceeds a specified amount. The requirements of this ordinance are in addition to (and not in lieu of) the Lisbon Board of Finance Purchase Order Policy dated XX-XX-XXXX.

II. Quotations Required for Purchases Equal to or Greater Than \$1,000.00 but Less Than \$10,000.00

With respect to any purchase, contract to purchase, or contract for services for which the amount equals or exceeds \$1,000.00 but is less than \$10,000.00, the Town, by and through its Board of Selectmen or Board of Education, shall obtain at least three (3) written quotations. The controlling authority (Board of Selectman or Board of Education) shall select and approve of in writing the lowest responsible bidder who provided a written quote hereunder.

III. Sealed Bids Required for Purchases Equal to or Greater Than \$10,000.00

With respect to any purchase, contract to purchase, or contract for services for which the amount equals or exceeds \$10,000.00 the Town, by and through its Board of Selectmen or Board of Education, shall invite sealed bids or proposals. Public notice of the invitation for sealed bids or proposals shall be published at least 10 days prior to contract award in the manner required by law for the publishing of public notices. Such notice also shall be published in the form of an internet posting via the State of Connecticut Department of Administrative Services State Contracting Portal.

IV. Purchase or Contract to Purchase Award

The controlling authority (Board of Selectmen or Board of Education) shall award the purchase or contract to purchase to the lowest responsible bidder. The lowest responsible bidder shall be the individual whose goods or services were offered for the lowest amount and whose goods and services are of sufficient quality. The Request for Proposals will require bidders to provide bidder qualifications. The quality determination shall be made at the sole discretion of the Board of Selectmen or Board of Education on the basis of the Town's past experience with the bidder, the suitability of the bidder's goods or services to the Town's needs, and other relevant factors the Board of Selectmen or Board of Education deem necessary. The Board of Selectmen or Board of Education shall not award a purchase or contract to purchase to any bidder that has not fully satisfied, in the view of the Board of Selectmen or the Board of

Education, prior obligations to the Town. The controlling authority reserves the right in its discretion to reject all bids.

V. Bid & Proposal Forms and Contract Documents

For purchases by the Town and/or related to the Town's budget (excluding the Board of Education's budget), all invitations to bid, request for proposals, bid specifications, contract documents, and related documents, including but not limited to bond requirements and insurance requirements, shall be approved by the First Selectman. For purchases by the Board of Education and/or related to the Board of Education's budget, all invitations to bid, request for proposals, bid specifications, contract documents, and related documents, including insurance requirements shall be approved by the Board of Education or its designee.

VI. Written Contract Required for Purchases Greater Than \$10,000.00

For any purchase, contract to purchase, or contract for services for which the amount exceeds \$10,000.00, a written contract between the Town and successful bidder shall be drafted and executed prior to performance of any services or acceptance of any goods. For purchases made from the Town's budget (excluding the Board of Education's budget), under no circumstances shall a written contract exist unless and until such contract is signed by a designated Town official and the successful bidder. For purchases made from the Board of Education budget, under no circumstances shall a written contract exist unless and until such contract is signed by a designated Board of Education official and the successful bidder. No contract with a term in excess of 12 months shall be entered into without written approval from the controlling authority (Board of Selectmen or Board of Education).

VII. Exemptions

The Board of Selectmen or Board of Education may exempt any purchase from the requirements of this Ordinance upon a determination that such exemption would be due to an emergency or for any other proper reason. Such determination must be made by a majority vote of the Board of Selectmen or Board of Education. The resolution giving rise to such vote must affirmatively state the reason for the exemption.

No affirmative vote by the Board of Selectmen or Board of Education to exempt a purchase hereunder shall be effective unless and until the Board of Finance, by a majority vote, approves the proposed exemption. In the case of emergencies when full boards cannot be timely convened, the First Selectman or the Chairman of the Board of Education with approval from the Chairman of the Board of Finance can approve a purchase exemption under this ordinance.

Nothing in this Ordinance shall prevent the Town from entering into joint purchase agreements with other Towns, the State of Connecticut or another organization.

The following purchases shall be exempt from the bid requirement provisions of this Ordinance without requiring a determination by the Board of Selectmen or Board of Education that such exemption is in the best interests of the Town:

- a) Purchases costing less than \$1,000.00 in the aggregate from any supplier during any single fiscal year;
- b) Services of attorneys, physicians, architects, or other professionals, when the extent and cost of such services cannot be readily determined;
- c) Expenditures arising from goods or services provided or offered to be provided by the State of Connecticut under the State of Connecticut Town Aid Program or other State program. Any State of Connecticut proposal accepted by the Town for the provision of goods or services under the State of Connecticut Town Aid Program or other State program may be made at applicable state-approved prices. The Board of Selectmen and Board of Education, when contracting with the State, shall follow any applicable State bid procedure;
- d) Any purchase made through a State of Connecticut contract, including contracts administered by the Department of Administrative Services;
- e) A purchase of any item or service for which there is only one existing supplier or a single source vendor;
- f) Emergency purchases under \$10,000.00 with the written approval of the controlling authority (Board of Selectmen or Board of Education); and
- g) Disaster-related purchases requested in advance in writing and approved in writing by the controlling authority (Board of Selectmen or Board of Education).

VIII. Petty Cash

No purchases exceeding \$25.00 shall be made with petty cash.

IX. Penalties for Violations

Any payment made in violation of the requirements of this Ordinance shall be deemed illegal. Every Town official authorizing or making such payment and any person receiving such payment in whole or in part shall be jointly and severally liable to the Town for the full amount paid or received.

Any contract entered into in violation of the requirements of this Ordinance may be deemed null and void by a vote of the Board of Selectmen or the Board of Education.

MINUTES
REGULAR MEETING
BOARD OF FINANCE
WEDNESDAY, NOVEMBER 15, 2017
Page 2 (cont)

8. Old Business

- a. Veteran's Property Tax Exemption - TABLED
- b. Purchase Order Policy and Ordinance – Motion by T. Wakely second by M. LaFemina to approve the Lisbon Purchasing & Bidding Ordinance and send to Selectmen (see attached).

VOTE: UNANIMOUS, MOTION CARRIED

- c. 2017-18 Budget – Discussion

9. New Business –

- a. 2016-17 Audit Presentation by O'Connor Davies (if audit is done) - NONE
- b. Selectmen's Requests – Motion by J. McCloud second by T. Wakely to approve the transfer of \$3,900.00 from line item #30010.2 to line item #51252 for the purchase of shelving for the Town Clerk Vault.

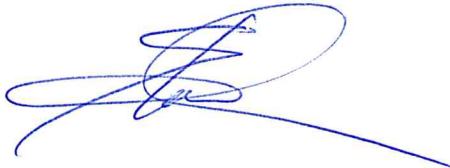
VOTE: UNANIMOUS, MOTION CARRIED

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

11. Public Comment – NONE

12. Adjournment – A motion was made by T. Wakely second by F. Burzycki to adjourn at 7:24 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: _____
Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 11/20/17 AT 11:50am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
Laurie Tirocchi