

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, JANUARY 20, 2016
7:00 P.M.

1. Call to Order

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

MEMBERS PRESENT: Michael Zelasky, Thomas Wakely, Jim McCloud, Frank Burzycki, Robert Dufort
Miles LaFemina, Leo MacDonald (Alternates)

MEMBERS ABSENT: Dennis Duplice

OTHERS PRESENT: Thomas Sparkman

Motion by F. Burzycki second T. Wakley to replace Dennis Duplice with Miles LaFemina

VOTE: UNANIMOUS, MOTION CARRIED

2. Reading of Previous Minutes

Motion by F. Burzycki second by T. Wakely to accept previous minutes of 12/16/2015 as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence (not covered in an agenda item below) -

- a. Email, from Chair, to Marcia Marien re: Cost of MDNA \$880.
- b. Email, from CCM re: FOIA class Feb 17, 9am – 12 pm
- c. Copy, Email, from George Raphael of CCM to First Selectman re: budget cuts (municipal aid) \$24,000 cut from Lisbon
- d. Flier, Trail Planning Workshop Jan 30
- e. Memo, from Bookkeeper to all cost centers re: mileage reimbursement decrease to .54 cents/mile.
- f. Memo, from Chair to First Selectman re: line item transfers from last meeting

4. Bills and action thereon

- a. O'Connor Davies, \$4435.00, inv#251793 dated 12/31/2015. Motion by T. Wakely second F. Burzycki to table until next meeting.

VOTE: UNANIMOUS, MOTION CARRIED

5. Monthly Statements

- a. Treasurer's Report – Review (as of December 31, 2015)
- b. General Government – Review (July – December 2015)
- c. Board of Education – Review (December 2015)

6. Reports

- a. Chairman's Report – Chairman M. Zelasky met with Treasurer Chris Maynard about invoice policy and procedures, the Treasurer's Report, and capitol and non-recurring fund. Met with Bookkeeper Lynda Saint Pierre about policy & procedures and invoice procedure; reviewed a CCM seminar he attended re: 2016 Municipal Budgets & Overcoming Challenges.

Lisbon Board of Finance

Email Account Policy

- 1) The email account is for use by the BoF Chairman for all business related to the BoF. The chairman's personal email account should not be used for conducting BoF business. The same account should be used by all chairmen to maintain continuity. The email address is lisbon.bof.chairman@hotmail.com
- 2) Two Board of Finance members will have access to the email account. The chairperson will be the primary user of the email account and will be the only member allowed to send emails, organize the email account and other related tasks.

The vice-chairman will be the secondary user and will only use the account if the chairman asks him/her to or if the chairman resigns.

When the chairman or vice chairman is no longer on the BoF, a new password will be created.

- 3) All emails received or sent by the email account are considered official correspondence. The emails are considered public documents and are subject to Freedom of Information requests.

Motion

give exact motion from meeting.

Versions

- 1.0 – approved 1Q'2008
- 2.0 – approved 12/16/2009
- 3.0 –

MINUTES
REGULAR MEETING
BOARD OF FINANCE
WEDNESDAY, JANUARY 20, 2016
Page 2 (cont)

7. Public Comment – NONE

Motion by T. Wakely second F. Burzycki to go to agenda item 9.a.

VOTE: UNANIMOUS, MOTION CARRIED

8. Old Business

- a. Annual Report – Due January 31 from all Boards.
- b. Policies/Procedures
 1. Invoice Approval Procedure – Chairman waiting on Bookkeeper
 2. Line Item Authorization Memo and Authorizations - Discussion
 3. Email Account Policy – (see attached) Motion by M. LaFemina second F. Burzycki to accept as policy. VOTE: UNANIMOUS, MOTION CARRIED
 4. Targeted Fund Balance Policy – Email from Marcia Marien - Government Officer Association Website recommends 2 months to be in General Fund (at 13% now).

9. New Business

- a. BoE Additional Appropriation (if ready) – Ian Rogers (BoE), Sally Keating (Superintendent of Schools) and Diane Cormier (Business Manager, Lisbon Central School) were present to request an additional appropriation of \$233,700.00. Motion by T. Wakely second F. Burzycki to table. VOTE: J. McCLOUD NAY, MOTION CARRIED

Motion by T. Wakely second F. Burzycki to return to Old Business.

VOTE: UNANIMOUS, MOTION CARRIED

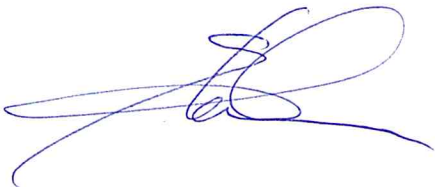
- b. BoF Suggestion Box – Not being utilized by public
- c. Capital Requests – Discussion with Board of Selectmen – Review
- b. Selectman's Requests – NONE

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 to adjourn at 9:02 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: _____
Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 1/27/2016 AT 6:10pm
ATTEST, LAURIE TIROCCHI, TOWN CLERK
Mayor Wakely, Asst