

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, OCTOBER 19, 2016
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: Michael Zelasky, Frank Burzycki, Thomas Wakely, Jim McCloud, Robert Dufort
Alternates: Miles LaFemina, Wayne Donaldson

MEMBERS ABSENT: Dennis Duplice
Alternates: Leo MacDonald

OTHERS PRESENT: Thomas W. Sparkman, First Selectman

Motion by T. Wakely second by J. McCloud to seat Wayne Donaldson for Dennis Duplice.

VOTE: UNANIMOUS, MOTION CARRIED

2. Reading of Previous Minutes

Motion by T. Wakely second by F. Burzycki to approve the previous minutes.

VOTE: UNANIMOUS, MOTION CARRIED

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

- a. Letter, from EPA re: School Bus Rebate Program
- b. Email: from M. Zelasky to W. Donaldson re: annual report and MD&A (W. Donaldson to do them).
- c. Email: from W. Donaldson to M. Zelasky re: memos to all cost centers that annual report submissions are due by 12/15/2016
- d. Email, from M. Zelasky to Board of Education

4. Bills and action thereon- NONE

5. Monthly Statements

- a. Treasurer's Report – Review (as of September 2016)
- b. General Government – Review (July 2016 through October 2016)
- c. Board of Education – Review (September 2016)

6. Reports

- a. Chairman's Report – NONE

7. Public Comment – NONE

8. Old Business

- a. FY2015/2016 Annual Report – W. Donaldson to handle the Annual Report

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9. New Business

- a. Budget Schedule – Tabled till next meeting
- b. Management Discussion and Analysis (MD&A) – W. Donaldson to handle MD&A
- c. FY2017-2018 Budget Goals – Motion by T. Wakely second by W. Donaldson to send letter to all cost centers and Board of Education asking them to target a 0% or less increase in budgets for FY 2017/2018, with understanding the Board of Finance reserves the right to decrease further, if necessary.
VOTE: UNANIMOUS, MOTION CARRIED
- d. Selectmen's Requests - FY2015/16 Line Item Activity (Budget Adjustments)
 1. \$1,734 line item transfer from LI #51443, Assessor's Computer Maintenance to Line Item #51111, First Selectman's Salary. Motion by F. Burzycki second by T. Wakely to approve.
VOTE: UNANIMOUS, MOTION CARRIED
 2. \$187 line item transfer from LI #51151, Office Supplies and Expenses, to Line Item #51112, Second Selectman's Salary. Motion by W. Donaldson second by F. Burzycki to approve.
VOTE: UNANIMOUS, MOTION CARRIED
 3. \$395 line item transfer from LI #51151, Office Supplies and Expenses, to Line Item #51114, Bookkeeper's Wages. Motion by T. Wakely second by F. Burzycki to approve.
VOTE: UNANIMOUS, MOTION CARRIED
 4. \$1,704 line item transfer from Line Item #70141, Senior Center Utilities, to Line Item #51115, Administrative Assistant's Wages. Motion by T. Wakely second by W. Donaldson to approve.
VOTE: UNANIMOUS, MOTION CARRIED
 5. \$6.00 line item transfer from Line Item #51151, Office Supplies & Expenses, to Line Item #51150, Selectmen's Supplies & Expenses. Motion by T. Wakely second by W. Donaldson to approve.
VOTE: UNANIMOUS, MOTION CARRIED
 6. \$1,451, line item transfer from Line Item #51450, Assessor's Supplies & Expenses, along with a \$258 line item transfer from Line Item #51351, Tax Refunds, totaling \$1,709 to Line Item #51211, Town Clerk's Salary. Motion by T. Wakely second by W. Donaldson to approve.
VOTE: UNANIMOUS, MOTION CARRIED
 7. \$778 line item transfer from Line Item #60135, Road Repair, along with \$67 line item transfer from Line Item #65134, Sewer Line Fees totaling \$845 to Line Item #51212, Assistant Town Clerk's Wages. Motion by W. Donaldson second by F. Burzycki to approve.
VOTE: UNANIMOUS, MOTION CARRIED

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8. \$1,356, line item transfer from Line Item #52723, Municipal Education, along with a line item transfer of \$96 from Line Item #52743, Town Hall Equipment Maintenance, totaling \$1,452 to Line Item #51311, Tax Collector's Salary. Motion by T. Wakely second by W. Donaldson to approve. VOTE: UNANIMOUS, MOTION CARRIED

9. \$1,420 line item transfer from Line Item #52748, Unbudgeted Donations, to Line Item #51411, Assessor's Wages. Motion by W. Donaldson second by T. Wakely to approve. VOTE: UNANIMOUS, MOTION CARRIED

10. \$1,064 line item transfer from Line Item #55250, Resident Troopers Supplies & Expenses, to Line Item #51511, Treasurer's Salary. Motion by W. Donaldson second by F. Burzycki to approve. VOTE: UNANIMOUS, MOTION CARRIED

11. \$58 line item transfer from Line Item #52725, Union Related Contingency, to Line Item #51512, Deputy Treasurer Salary. Motion by W. Donaldson second by T. Wakely to approve. VOTE: UNANIMOUS, MOTION CARRIED

12. \$4,589 line item transfer from Line Item #52746, Town Hall Postage, to Line Item #52721 Employee Insurance. Motion by W. Donaldson second by T. Wakely to approve. VOTE: UNANIMOUS, MOTION CARRIED

13. \$349 line item transfer from Line Item #52731, Town Counsel, along with a \$28 line item transfer from Line Item #52724, Unemployment Compensation, totaling \$377 to Line Item #52727, Town Share Retirement Compensation. Motion by T. Wakely second by W. Donaldson to approve. VOTE: UNANIMOUS, MOTION CARRIED

14. \$143 line item transfer from Line Item #70150, Senior Coordinator's Supplies & Expenses, to Line Item #55311, Building Inspector's Wages. Motion by T. Wakely second by W. Donaldson to approve. VOTE: UNANIMOUS, MOTION CARRIED

15. \$6,881 line item transfer from Line Item #60143, Town Equipment & Trucks, along with a \$111 line item transfer from Line Item #60141, Town Garage Utilities, totaling \$7,992 to Line Item #60111, Highway Department Wages. Motion by W. Donaldson second by F. Burzycki to approve. VOTE: UNANIMOUS, MOTION CARRIED

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16. \$117 line item transfer from Line Item #52732, Town Engineer, to Line Item #60151, Sanitation. Motion by F. Burzycki second by W. Donaldson to approve.

VOTE: UNANIMOUS, MOTION CARRIED

17. \$693 line item transfer from Line Item #55352, Fire Marshal's Supplies & Expenses, along with \$447 line item transfer from Line Item #70114, Senior Center Coverage Wages totaling \$1,140 to Line Item #70111, Senior Coordinator's Salary. Motion by W. Donaldson second by T. Wakely to approve.

VOTE: UNANIMOUS, MOTION CARRIED

18. \$796 line item transfer from Line Item #52745, Copier Maintenance, to Line Item #70112, Van Driver's Wages. Motion by T. Wakely second by W. Donaldson to approve.

VOTE: UNANIMOUS, MOTION CARRIED

19. \$875 line item transfer from Line Item #52750, Town Hall Supplies & Expenses, to Line Item #70113, Nutrition Site Server Wages. Motion by W. Donaldson second by F. Burzycki to approve.

VOTE: UNANIMOUS, MOTION CARRIED

20. \$3,698 line item transfer from Line Item #70230, Recreation Purchased Services, to Line Item #70250, Recreation Supplies & Expenses. Motion by W. Donaldson second by F. Burzycki to approve.

VOTE: UNANIMOUS, MOTION CARRIED

21. \$4,402 line item transfer from Line Item #52741 Town Hall Utilities, to Line Item #85001, Capital Improvements. Motion by F. Burzycki second by W. Donaldson to approve.

VOTE: UNANIMOUS, MOTION CARRIED

Motion by T. Wakely second by F. Burzycki to add "2017 Schedule of Meetings" to agenda.

VOTE: UNANIMOUS, MOTION CARRIED

10. Any other business which may properly come before the Board

- a. 2017 Schedule of Meetings – Motion by T. Wakely second by F. Burzycki to accept the 2017 Schedule of Meetings (see attached).

VOTE: UNANIMOUS, MOTION CARRIED

**TOWN OF LISBON
2017 SCHEDULE OF MEETINGS**

In accordance with the provisions of Connecticut State Statutes #1-225, notice is hereby given that the regularly scheduled meeting of the

Board of Finance

Name of Board/Commission/Committee

will be held on the following dates:

January 18

July 19

February 15

August 16

March 15

September 20

April 19

October 18

May 17

November 15

June 21

December 20

The above meetings will be held at 7:00 o'clock p m in the
Town Hall in Lisbon.

Signed: Michael Felasby, Chairman

[Signature], Secretary

Notice:

Chairman and Secretary of all administrative and executive boards, commissions, agencies, bureaus or other bodies must file with the Town Clerk no later than January 31st of each year a schedule of the regular meetings of such bodies for the ensuing year, and no such meeting may be held sooner than thirty (30) days after the schedule has been filed. Thus, it is imperative that the Chairman and Secretary of these respective bodies file with the Town Clerk not later than December 1, 2016 a schedule of the regular meetings that will be held in 2017.

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11. Public Comment – NONE

12. Adjournment – A motion was made by F. Burzycki to adjourn at 7:55 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: _____

Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 10/26/2016 AT 7:20pm
ATTEST. LAURIE TIROCCHI, TOWN CLERK
Margaret Wakely, Asst