

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, NOVEMBER 16, 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, Dennis Duplice, Jim McCloud

Alternates: Wayne Donaldson, Leo MacDonald

MEMBERS ABSENT: Thomas Wakely, Robert Dufort

Alternates: Miles LaFemina

OTHERS PRESENT: Thomas W. Sparkman, First Selectman

Gage Weber, Haley Burgess – LCS Student Ambassadors

Motion by F. Burzycki second by D. Duplice to seat Wayne Donaldson for Tom Wakely and Leo MacDonald for Robert Dufort.

VOTE: UNANIMOUS, MOTION CARRIED

2. Reading of Previous Minutes

Motion by W. Donaldson second by F. Burzycki to accept the previous minutes.

VOTE: UNANIMOUS, MOTION CARRIED

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

- a. Memo, from S. Brown, Lisbon Central School re: list of student ambassadors
- b. Memo: from M. Zelasky to First Selectman re: Actions of last meeting
- c. Letter: to Board of Selectmen, Board of Ed and all cost centers re: 0% budget increases
- d. Memo, from W. Donaldson to all departments re: annual reports submissions due 12/15/16
- e. Email, from T. Sparkman dated 10/20/16 to M. Zelasky re: Bookkeeper temp
- f. Memo, from M. LePine, Clerk to Boards re: Line item activity and transfers 2015/2016 auditor adjustments
- g. Email, from Marcia Marien re: Budget basis figure
- h. Email, from Marcia Marien re: CNR
- i. Email, from Marcia Marien re: purchased services: recycling
- j. Email, from Lee Szruba, Chairman Commission on Aging re: 0% increase memo
- k. Email, from M. Lepine, Clerk to the Boards to T. Sparkman, First Selectman re: signatures on forms
- l. Memo, from Marcia Marien to M. Zelasky re: Charges and Extension filing
- m. Letter, from State of CT Office of Policy and Management re: Extensions due Dec 1.
- n. Email, from C. Maynard, Treasurer re: Items being paid out of CNR
- o. Memo, from M. LePine, Clerk to Boards re: Winter Newsletter submissions
- p. Letter, from PTO President, Allison Orcutt re: Concerns of precedent regarding fundraising and donations for purchase of AC/Heating Units (\$16,000)

FY 2017-18 Budget Schedule

All meetings are scheduled for 7:00 PM.

12/31/16 – General Government Budgets due to Selectmen (excludes BoE budget)

03/1/17 – *General Government and Board of Education Budgets due to BoE*

03/8/17 (Town Hall) – General Government and Board of Education Budget Discussion

03/15/17 (Town Hall) – Regular Meeting, Budget Discussion and Possible Vote on Budgets

03/29/17 (LCS Cafeteria) – Public Hearing on both budgets

04/5/17 (Town Hall) – Possible Vote on Budgets

04/19/17 (Town Hall) – Regular Meeting

05/1/17 (LCS Cafeteria) – Annual Town Meeting

- Per ordinance, it is the first Monday of May
- The Town Aid Road and Capital & Non-Recurring will be voted on at the meeting.
- The Board of Education and General Government budgets will not be voted on at the meeting except to send the budgets to referendum.

Approximately 2 weeks later – Referendum on General Government and Board of Education Budgets

Approximately 1-2 weeks after Referendum – Mill Rate Set

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4. Bills and action thereon
 - a. O'Connor Davies, \$10,025.00 dated 10/15/2016, inv #287155. Motion by D. Duplice second by W. Donaldson to pay. VOTE: UNANIMOUS, MOTION CARRIED
5. Monthly Statements
 - a. Treasurer's Report – Review (as of October 2016)
 - b. General Government – Review (July 2016 through November 2016)
 - c. Board of Education – Review (October 2016)
6. Reports
 - a. Chairman's Report – Brief report on the CM Convention
7. Public Comment – NONE
8. Old Business
 - a. Budget Schedule – W. Donaldson second by D. Duplice to approve as presented (see attached. VOTE: UNANIMOUS, MOTION CARRIED
 - b. Annual Report – brief update by W. Donaldson
 - c. MD & A - NONE
9. New Business
 - a. Selectmen's Requests -
 1. Line item transfer request in the amount of \$655.00 from line item #52721 (Employee Insurance) to line item #52733 (Insurance and Bonding). Motion by W. Donaldson second by D. Duplice to approve. VOTE: UNANIMOUS, MOTION CARRIED
11. Public Comment – NONE
12. Adjournment – A motion was made by F. Burzycki second by D. Duplice to adjourn at 7:36 p.m. VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: _____
Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 11/28/2016 AT 4:09 am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
