

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, MARCH 19, 2014
7:00 P.M.

1. Call to order

The regular meeting of the Board of Finance was called to order by Thomas Wakely, Vice Chairman, at 7:05 p.m.

MEMBERS PRESENT: Robert Dufort, Jim McCloud, Thomas Wakely,
Alternates: Frank Burzycki, Michael Zelasky
MEMBERS ABSENT: Wayne Donaldson, Dennis Duplice,
OTHERS PRESENT: Thomas Sparkman, First Selectman
Spencer Holzschlag, Anthony Ladouecer, Student Ambassadors

A motion was made by J. McCloud, seconded by R. Dufort, to seat Michael Zelasky for Wayne Donaldson, and Frank Burzycki for Dennis Duplice. VOTE: UNANIMOUS MOTION CARRIED

2. Reading of Previous Minutes

A motion was made by F. Burzycki, seconded by J. McCloud, to approve the minutes of the 2/19/14 regular meeting. VOTE: UNANIMOUS MOTION CARRIED

A motion was made by M. Zelasky, seconded by F. Burzycki, to approve the minutes of the 3/5/14 special meeting. VOTE: UNANIMOUS MOTION CARRIED

A motion was made by M. Zelasky, seconded by F. Burzycki, to approve the minutes of the 3/6/14 special meeting. VOTE: UNANIMOUS MOTION CARRIED

A motion was made by M. Zelasky, seconded by F. Burzycki, to approve the minutes of the 3/12/14 special meeting. VOTE: UNANIMOUS MOTION CARRIED

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

1. Letter, Mark A. Robinson, Chief, Lisbon Fire Department, 2/28/14, Re: Fire Apparatus Replacement (est. \$500,000 - \$800,000)
2. Workshop Notice, Murtha Cullina, Re: Sexual Harassment Prevention, 4/24/13 - Hartford and 4/25/14 - New Haven
3. Memo, to Thomas Sparkman, First Selectman, 2/20/14, Re: Board of Finance Actions - 2/19/14

4. Bills and action there on

1. \$3,750, O'Connor Davies, LLP, 2/20/14, Re: Audit
A motion was made by M. Zelasky, seconded by J. McCloud, to approve paying the \$3,750 auditor's bill. VOTE: UNANIMOUS MOTION CARRIED

5. Chairman's Report - None

6. Student Ambassadors - No questions/comments

7. Monthly Statements

The following statements were distributed for review: Treasurer's Report as of January 31, 2014, Treasurer's Report as of February 28, 2014; Board of Education January 2014 Financial Statements, Board of Education February 2014 Financial Statements; General Government thru February 2014.

MINUTES
REGULAR MEETING
BOARD OF FINANCE
WEDNESDAY, MARCH 19, 2014
Page 2

8. Public Comment - None

9. Old Business

a. Shooting Stars Special Revenue Account

Mr. Wakely tabled this item.

b. Tabled Bylaw Changes

Mr. Wakely distributed two changes, as suggested by Town Counsel, to Article IX, Operating Procedures of the board's Bylaws: Section a. change "a project" to "any action." Add Section c: All communications of any type or medium regarding town finances made to any member of the Board acting in his or her official capacity shall disclose at the Board's next regular or special meeting, provided that such disclosure and the manner of such disclosure complies with the Freedom of Information Act and all confidentially laws.

A motion was made by F. Burzycki, seconded by R Dufort, to add the changes to the Bylaws.

VOTE: UNANIMOUS MOTION CARRIED

c. Financial

Mr. Wakely tabled this item.

d. Policy Manual

Dr. Dufort distributed copies of the following two policies written by the town's auditor: "Designation of Bank Depositories"; "Establishing New Financial Statement Funds" for review.

e. Annual Report

Mr. Wakely noted that the audit will be completed with the approval of the MD&A (Management Discussion & Analysis document).

f. MD & A

A motion was made by J. McCloud, seconded by R. Dufort, to approve the MD&A with the following notations: the last paragraph on page 4 should reflect that the road, Gavin Way, was deeded to the town by the developer; and on page 8, the years in the second to last paragraph should be switched.

VOTE: UNANIMOUS MOTION CARRIED

g. Discussion and possible action on proposed FY2014-2015 budgets. - Tabled

10. New Business

a. Selectmen's Requests

1. \$4,000 additional appropriation to Line Item #51351, Tax Refunds, needed due to refund an overpayment (both attorney and escrow paid the taxes)

A motion was made by M. Zelasky, seconded by F. Burzycki, to approve a \$4,000 additional appropriation to Line Item #51351, Tax Refunds.

VOTE: UNANIMOUS MOTION CARRIED

2. \$1,000 additional appropriation to Line Item # 70143, Senior Van Maintenance, needed due to unbudgeted costs associated with unexpected van repairs.

A motion was made by F. Burzycki, seconded by R. Dufort, to approve a \$1,000 additional appropriation to Line Item # 70143, Senior Van Maintenance.

VOTE: UNANIMOUS MOTION CARRIED

3. \$19,000 additional appropriation to Line Item # 52731, Town Counsel, needed due to unanticipated costs associated with a bond sale, tax issues and land use issues.

MINUTES
REGULAR MEETING
BOARD OF FINANCE
WEDNESDAY, MARCH 19, 2014
Page 3 New Business, a. contd.

A motion was made by M. Zelasky, seconded by F. Burzycki, to approve a \$19,000 additional appropriation to Line Item # 52731, Town Counsel.

VOTE: UNANIMOUS MOTION CARRIED

4. \$10,000 additional appropriation to Line Item #52732, Town Engineer, needed due to unanticipated costs associated with site review of the Hoydila property, the affordable housing appeal, the house demolition and fire house improvements.

A motion was made by J. McCloud, seconded by F. Burzycki, to approve a \$10,000 additional appropriation to Line Item #52732, Town Engineer.

VOTE: UNANIMOUS MOTION CARRIED

5. \$8,000 to Line Item #52735, Consulting Fees/Contracted Services with: \$3,000 from Line Item #52724, Unemployment Compensation; \$4,000 from Line Item #52751, Advertising/Communications; \$500 from Line Item #52726, Deferred Compensation, \$500 from Line Item #52741, Town Hall Utilities.

A motion was made by M. Zelasky, seconded by J. McCloud, to approve transferring \$8,000 to Line Item #52735, Consulting Fees/Contracted Services with: \$3,000 from Line Item #52724, Unemployment Compensation; \$4,000 from Line Item #52751, Advertising/Communications; \$500 from Line Item #52726, Deferred Compensation, \$500 from Line Item #52741, Town Hall Utilities.

VOTE: UNANIMOUS MOTION CARRIED

6. \$15,851, additional appropriation to Line Item #55251, Resident Trooper Grant Overtime, needed for the annual request to pay for unbudgeted amount to be reimbursed; the town only budgets for it's share. (In the future this item will be handled via a special revenue fund.)

A motion was made by M. Zelasky, seconded by R. Dufort, to approve a \$15,851, additional appropriation to Line Item #55251, Resident Trooper Grant Overtime.

VOTE: UNANIMOUS MOTION CARRIED

7. \$4,500 additional appropriation to Line Item #70113, Nutrition Site Server Wages, needed for unbudgeted additional hours and wage increase.

A motion was made by F. Burzycki, seconded by M. Zelasky, to approve a \$4,500 additional appropriation to Line Item #70113, Nutrition Site Server Wages.

VOTE: UNANIMOUS MOTION CARRIED

11. Agenda Planning - No Discussion

12. Other Business - None

13. Public Comment - None

14. Adjournment

A motion was made by J. McCloud, seconded by R. Dufort, to adjourn at 8:10 p.m.

VOTE: UNANIMOUS MOTION CARRIED


Marlene LePine, clerk

APPROVED: _____
Thomas Wakely, Vice Chairman

RECEIVED FOR RECORD AT LISBON

CT ON 03/20/14 AT 1:10 pm

ATTEST. LAURIE TIROCCHI, TOWN CLERK

