

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, JULY 16, 2014  
7:00 P.M.

1. Call to Order

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

MEMBERS PRESENT: Wayne Donaldson, Jim McCloud, Frank Burzycki (Alternate), Robert Dufort,  
Thomas Sparkman

MEMBERS ABSENT: Thomas Wakely, Dennis Duplice, Michael Zelasky (Alternate)

Thomas Sparkman, First Selectman, seated as member by Chairman W. Donaldson for quorum.  
A motion was made by R. Dufort second by F. Burzycki, to seat Frank Burzycki for Thomas Wakely.  
Jim McCloud entered at 7:02 P.M.

2. Reading of Previous Minutes

Motion by F. Burzycki second R. Dufort to accept previous minutes of June 18, 2014.

VOTE: UNANIMOUS, MOTION CARRIED

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

- a. letter, from Commission on Aging, dated 7/8/2014, re: \$416.00 invoice for Senior Center electrical work not signed off on by the Commission.
- b. Letter, from O'Connor Davies, dated July 1, 2014 re: Audit Engagement Letter with forms.
- c. Audit Engagement Letter, from O'Connor Davies, signed and returned by Chairman W. Donaldson.

4. Bills and action thereon –

- a. O'Connor Davies, \$5,675.00, inv.#200938, dated 7/1/2014 re: preliminary audit procedures.

Motion by F. Burzycki second by J. McCloud to pay.

VOTE: UNANIMOUS, MOTION CARRIED

5. Chairman's Report - NONE

6. Student Ambassadors – NONE

7. Monthly Statements - Statements were distributed for review.

8. Public Comment – NONE

9. Old Business

- a. Shooting Stars Special Revenue Account – Correspondence with Grady Tait regarding the Shooting Stars and possible Special Revenue Account Ordinance was reviewed.

VOTE: UNANIMOUS, MOTION CARRIED

- b. Financial Plan – NONE

VOTE: UNANIMOUS, MOTION CARRIED

- c. Policy Manual – R. Dufort gave brief verbal report. Add to next month's agenda.

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10. New Business

a. Selectman's Requests –

1. Line Item Transfer Request - Consulting Fees/Contracted Services – Motion by J. McCloud second F. Burzycki to transfer \$5000.00 from line item 51730, Planning & Zoning Purchase Services to line item 52735 Consulting Fees & Contracting Services.

VOTE: UNANIMOUS, MOTION CARRIED

2. Line Item Transfer Request - Conservation Commission Enforcement Officer – Motion J. McCloud second F. Burzycki to approve line item transfer of \$1600.00 from line item #52745 Copier Maintenance to line item #52030 Enforcement Officer.

VOTE: UNANIMOUS, MOTION CARRIED

3. Line Item Transfer Request - Administrative Assistant's Wages – Motion by J. McCloud second F. Burzycki to transfer \$979.00 from line item #52751 Advertising & Communications, to line item #51114 Administrative Assistant's Wages. VOTE: UNANIMOUS, MOTION CARRIED

4. Line Item Transfer Request - Employee Wages – Motion by J. McCloud second F. Burzycki to transfer a total of \$4588.00 from line item #52746 Town Hall Postage: \$1471.00 to line item #51114 Bookkeeper's Wages; \$613.00 to line item #51212 Assistant Town Clerk Wages; \$233.00 to line item #51412 Assessor's Clerk Wages; \$1308.00 to line item #70111 Senior Coordinator's Wages; and \$960.00 to line item #70112 Van Driver's Wages.

VOTE: UNANIMOUS, MOTION CARRIED

5. Line Item Transfer Request - End of Fiscal Year Budget Adjustments – Motion by J. McCloud second F. Burzycki to make a Budget Adjustment in the amount of \$50,969.00 from line item #52721 Employee Insurance: \$190.00 to line item #52723 Municipal Education; \$34,377.00 to line item #52731 Town Counsel; \$3,289.00 to line item # 52732 Town Engineer; \$8,842.00 to line item #55230 Resident Trooper Contract; \$3,572.00 to line item #55251 Resident Trooper Overtime; \$472.00 to line item #55351 Building Inspector's Supplies and Expenses; \$2.00 to line item #55353 Department of Emergency Management Supplies and Expenses; \$97.00 to line item #70143 Senior Van Maintenance; and \$128.00 to line item #70201 Recreation Committee Special Events.

VOTE: UNANIMOUS, MOTION CARRIED

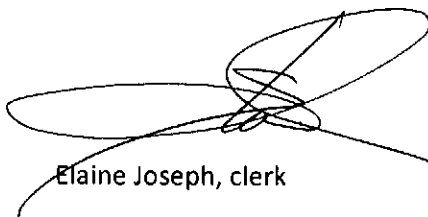
11. Agenda Planning – NONE

12. Other Business – Martha Marian spending time with bookkeeper and will need to submit a bill to be paid out of "Contractor & Consulting Fees".

13. Public Comment – NONE

14. Adjournment – A motion was made by R. Dufort second by J. McCloud to adjourn at 7:34 p.m.

VOTE: UNANIMOUS, MOTION CARRIED

  
Elaine Joseph, clerk

APPROVED: \_\_\_\_\_  
Wayne Donaldson, Chairman

RECEIVED FOR RECORD AT LISBON  
CT ON 07/21/14 AT 10:25am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
