

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, AUGUST 20, 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 7:01 p.m.

MEMBERS PRESENT: Wayne Donaldson,, Dennis Duplice, Jim McCloud,  
Alternate Frank Burzycki

MEMBERS ABSENT: Robert Dufort, Thomas Wakely, Alternate-Michael Zelasky

OTHERS PRESENT: Thomas Sparkman, First Selectman as Ex Officio

A motion was made by J. McCloud, seconded by W. Donaldson, to seat Frank Burzycki for Thomas Wakely.

VOTE: UNANIMOUS MOTION CARRIED

2. Reading of Previous Minutes

A motion was made by F. Burzycki, seconded by J. McCloud, to approve the 5/29/14 special meeting minutes as presented.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by J. McCloud, seconded by F. Burzycki, to approve the minutes of 7/16/14 as presented.

VOTE: UNANIMOUS MOTION CARRIED

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

1. Town Newsletter Deadline Notice (8/22/14)
2. Memo, Kathy Demsey, Chief Financial Officer, Finance and Internal Operations Office, ST CT Department of Education, 8/14/14, Re: 2014 - 15 Minimum Budget Requirement
3. Letter w/forms, Frontier Communications, 7/30/14, Re: Purchase of AT&T Operations
4. Letter, Katherine McNair, CPA, MSA, Supervisor, O'Connor Davies, Town Auditor, 7/25/14, Re: June 30, 2014 Field Work (9/2/2013 - 9/5/2014)
5. BoF Memo to Selectmen, Re: BoF Actions (Selectmen's Requests) 7/16/14

4. Bills and action there on - None

5. Chairman's Report

Mr. Donaldson reported receiving an email from the Senior Center saying that they approved a revenue account for the Shooting Stars and will forward the proposed ordinance to the Selectmen. He also reported that he has been advised by the Board of Education Chairman that they have approval for the security grant and are looking for guidance regarding funding.

6. Student Ambassadors - None Present

7. Monthly Statements

Treasurer's Report as of June 30, 2014 - Distributed for review.

Board of Education Financial Statements - July (FY2013/14); July (FY2014/15) - Distributed for review.

General Government, July 2013 - June 2014; July 2014 - Distributed for review.

**TOWN OF LISBON**  
**DESIGNATION OF BANK DEPOSITORIES**

Last Updated: 8/20/14 LJS

**OBJECTIVE**

The Town Treasurer is responsible for receiving and disbursing monies belonging to the Town. The Town Treasurer is responsible for making recommendations to the Selectmen for depositing funds. The Selectmen are responsible for authorizing depositories of public funds and may specify the funds and maximum amount to be deposited in each depository. The Board of finance is responsible for determining how and where the records are maintained including establishing internal control policies to protect the assets of the Town.

**PROCEDURES**

**Treasurer**

**Dealings with Board of Selectmen**

The Treasurer will monitor current depositories and, as needed, will make recommendations to the Board of Selectmen for changes with respect to:

Legally acceptable institutions which should be depositories of public funds and, the maximum amount of funds to be deposited into each depository.

The Treasurer's recommendation to the Board of Selectmen shall include:

Legality and type of institution

Type of investments offered (bank account, certificate of deposit, government bonds, etc.

Prior history or expected future return on investment

An analysis of collateralization, insurance and risk of investment

Reason for change in depositories

**Dealings with Board of Finance**

Once the Selectmen have approve the institution as a depository, the Treasurer will present the Board of finance with the names of individuals who will be authorized to institute transactions on the account (sign checks, receive statements, make transfers, etc.) for their approval.

**TOWN OF LISBON**  
**DESIGNATION OF BANK DEPOSITORIES**  
**(Continued)**

**Selectmen**

The Selectmen will review the requests from the Treasurer and will vote to approve or reject the recommended:

Legally acceptable institutions which should be depositories of public funds and, the maximum amount of funds to be deposited into each depository.

If the Selectmen approve a change, they will file with the Town Clerk within seven days:

The name of the depository, and the maximum amount of funds, if any, to be deposited into the depository.

If the Selectmen reject the recommendation of an institution which the Treasurer recommends should be a depository of public funds, they will notify the Treasurer and will provide the Treasurer with an explanation of the reasons for the rejections within seven days.

**Board of Finance**

Once the Selectmen have approved the institution as a depository, the Treasurer will present the Board of Finance with the names of individuals who will be authorized to institute transactions on the account (sign checks, receive statements, make transfers, etc.) for their approval.

At their next regular meeting, the Board of Finance will review, discuss, and change, if necessary, this information based on a determination of whether it corresponds with applicable laws and regulations as well as the internal controls (segregation of duties) established.

**TOWN OF LISBON**  
**ESTABLISHING NEW FINANCIAL STATEMENT FUNDS**

Last Updated: 8/20/11 *WAB*

**OBJECTIVE**

The Board of Finance is responsible for determining how and where the records are maintained including establishing internal control policies to protect the assets of the Town. All funds should have internal controls established prior to its creation.

A fund is a separate, self balancing set of books and records. It is used to segregate monies which must be used for specific purposes (special revenue funds); to account for major capital additions (capital project accounts); or monies held on behalf of others (trust and agency funds).

**PROCEDURES**

**Board of Selectman/Board of Education**

When the Board of Selectman or Board of Education have need for a new fund, they will prepare a written request for the fund to the Board of Finance. This written request will include:

Example of information needed

Purpose of new fund	<i>To account for the activity of new SCBG funds for the construction of a new community center</i>
Reason for new fund	<i>These funds are required under the grant to be accounted for with a separate fund</i>
Funding source	<i>The fund will come from the State of Connecticut. The State will receive the funds from the Federal Government</i>
Expenditure types	<i>The funds will be spent on the physical structure and the interior furnishings. See the attached budget.</i>
Estimated amount	<i>The total grant of \$500,000 is expected to be received over a five year period during construction.</i>
Internal control	<i>Expenditures Authorization – the First Selectman will authorize all purchase orders and invoices Record keeping – the Bookkeeper will do all of book keeping for the expenditures Custody – the Treasurer and two Selectmen will sign the checks Receipts Authorization – the First Selectman and engineer will sign off on all requests for funding Record keeping – the Bookkeeper will do all of the book keeping for the revenues Custody – the Treasurer will receive and deposit the checks received from the State.</i>

**TOWN OF LISBON**  
**ESTABLISHING NEW FINANCIAL STATEMENT FUNDS**  
**(Continued)**

**Board of Finance**

At the next regular meeting, the Board of Finance will review and discuss the request for the new fund. They may take the following action:

- a. Approve the new fund,
- b. Not approve the new fund, in which case they should note in their minutes the reasons for not approving the fund and respond to the Board requesting the fund within seven days the reason for non approval, or
- c. Table the request for the new fund:
  - to get more information
  - to ask that the request be revised for specific purposes

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RECEIVED FOR RECORD AT LISBON  
CTON 08/21/14 AT 1:45pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Laurie Tirocchi*

Dennis Duplice arrived at this time.

8. Public Comment - None

9. Old Business

a. Shooting Stars Special Revenue Account

C: Letter to Board of Selectmen from Grady Tait, President, Lisbon Shooting Stars, 8/13/14, Re: Proposed Ordinance for Creation of Special Revenue Account

A motion was made by D. Duplice, seconded by F. Burzycki, to table.

VOTE: UNANIMOUS MOTION CARRIED

b. Financial Plan

Mr. Donaldson advised receiving submissions for the financial plan from the Lisbon Fire Department, Recreation Committee and Commission on Aging.

c. Policy Manual

Designation of Bank Depositories

A motion was made by D. Duplice, seconded by J. McCloud, to approve the "Designation of Bank Depositories" policy.

VOTE: UNANIMOUS MOTION CARRIED

Establishing New Financial Statement Funds

A motion was made by D. Duplice, seconded by J. McCloud, to approve the "Establishing New Financial Statements Funds" police.

VOTE: UNANIMOUS MOTION CARRIED

The "Tax Reconciliation Procedures" policy document was distributed for review and action at the next Board meeting.

10. New Business

a. Selectmen's Requests - None

Mr. Sparkman advised that a special town meeting is scheduled to take place on 8/27 for approval of two LoCIP (Local Capital Improvement Projects) funded capital improvement projects: 1) site improvements at the community track (\$42,000), and 2) repair/improvements of the stone foundation and sills at the Burnham Tavern. He also advised of reapplying for the second round of STEAP (Small Town Economic Assistance Program) grants for the sidewalks at Strawberry Fields and fire house improvements as well as applying for a DEEP (Department of Energy and Environmental Protection) grant for the Control of Aquatic Invasive Species in Blissville Pond.

11. Agenda Planning - No Discussion

12. Other Business - None

13. Public Comment - None

14. Adjournment

A motion was made by D. Duplice, seconded by F. Burzycki, to adjourn at 7:24 p.m.

VOTE: UNANIMOUS MOTION CARRIED

*Marlene LePine*  
Marlene LePine, Clerk

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