

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, DECEMBER 17, 2014
7:00 P.M.

1. Call to order

The regular meeting was called to order by Wayne Donaldson, Chairman, at 7:01 p.m.

MEMBERS PRESENT: Wayne Donaldson, Robert Dufort, Dennis Duplice Jim McCloud,
Thomas Wakely, Alternates Franks Burzycki

MEMBERS ABSENT: Michael Zelasky

OTHERS PRESENT: Student Ambassadors Haylie Burgess, Anthony Ladouecer

A motion was made by D. Duplice, seconded by J. McCloud, to seat Frank Burzycki for the vacancy.

VOTE: UNANIMOUS MOTION CARRIED

2. Reading of Previous Minutes (11/17/14 Sp., 11/19/14 Reg.)

A motion was made by T. Wakely, seconded by D. Duplice, to approve the minutes of the special meeting on 11/17/14.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by D. Duplice, seconded by T. Wakely, to approve the minutes of the 11/19/14 regular meeting.

VOTE: UNANIMOUS MOTION CARRIED

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

a. Municipal Training Notice, Connecticut Conference of Municipalities (CCM), 1/12/15, Essex, CT, Re: Freedom of Information (FOI)

b. Memo, Thomas Sparkman, First Selectman, 12/8/14, Re: Holiday Luncheon 12/24/14

c. Memo, Wayne Donaldson, Chair., Board of Finance, to Thomas Sparkman, First Selectman, 11/20/14, Re: Board of Finance Actions - 11/19/14

d. Memo, Re: Annual Report Narrative Request (due 12/30/14)

4. Bills and action there on - None

5. Chairman's Report

Mr. Donaldson reported having conversations with the Board of Ed.; who requested a copy of the day care policy which he advised he sent. He added that he had conversations with the Shooting Stars which he said he would share under that agenda item.

6. Student Ambassadors - No Questions/Comments

7. Monthly Statements

The following monthly statements were distributed for review: General Government through November 2014; Board of Educational Fiscal Year 2014/15 & Fiscal Year 2013/14 Nov. Financials. There were no questions or comments.

8. Public Comment - None

9. Old Business

a. Shooting Stars Special Revenue Account

MINUTES
REGULAR MEETING
BOARD OF FINANCE
WEDNESDAY, DECEMBER 17, 2014
Page 2 Old Business a. contd.

Mr. Donaldson reported that he recently had a letter, which he thought he had sent last month, sent to Leonora Szruba, Chair., Commission on Aging. After noting that he has been advised that she did not receive that letter he asked that it be resent.

A motion was made by D. Duplice, seconded by T. Wakely, to table.

VOTE: UNANIMOUS MOTION CARRIED

b. Financial Plan

Mr. Donaldson advised that he will have material for the next meeting.

c. Policy Manual

1. After School Child Care Program - Internal Control Procedures

Sally Keating, Superintendent, LCS; Diana Cormier, Business Manager and Linda Beams, Day Care Director, made themselves available to answer questions about the Child Care Program and to express the desire to write their internal control procedures themselves.

A motion was made by D. Duplice, seconded by T. Wakely, to table.

VOTE: UNANIMOUS MOTION CARRIED

d. Annual Report

Mr. Donaldson advised that the narrative requests have been sent noting that a few narratives have already been submitted.

e. BoF Fiscal Year 2015/16 Budget

A motion was made by D. Duplice, seconded by J. McCloud, to budget \$14,000 for Line Item #51630, Auditor.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by D. Duplice, seconded by F. Burzycki, to budget \$1,500 for Line Item #51650, Supplies and Expenses.

VOTE: UNANIMOUS MOTION CARRIED

10. New Business

a. Selectmen's Requests

1. \$1,500 Additional Appropriation Request, Line Item #51850, Supplies and Expenses, needed due to legal notices having depleted the line item.

A motion was made by D. Duplice, seconded by T. Wakely, to approve a \$1,500 additional appropriation to Line Item #51850, Supplies and Expenses.

VOTE: UNANIMOUS MOTION CARRIED

2. \$3,995 Additional Appropriation, Line Item #55250, Resident Trooper Supplies and Expenses, needed due to purchases made from that line item as part of a 100% reimbursed Grant for which the town has been reimbursed; the appropriation is to reimburse the line item.

A motion was made by D. Duplice, seconded by T. Wakely, to approve a \$3,995 additional appropriation, to Line Item #55250, Resident Trooper Supplies and Expenses.

VOTE: UNANIMOUS MOTION CARRIED

3. \$6,370 line item transfer from Line Item #60151, Sanitation, with \$31 to Line Item #51212, Asst. Town Clerk's Wages; \$399 to Line Item #51411, Assessor's Wages; \$4 to Line Item 51512, Deputy Treasurer's Salary; \$775 to Line Item #52727, Town Share Retirement Compensation; \$1,187 to Line Item #52731, Town Counsel; \$1,132, Line Item #52746, Town Hall Postage; \$2,842, to Line Item # 55251, Resident Trooper Overtime adjustments needed for Fiscal Year 2013/14 year end balancing.

MINUTES
REGULAR MEETING
BOARD OF FINANCE
WEDNESDAY, DECEMBER 17, 2014
Page 3 New Business a. 3. contd.

A motion was made by D. Duplice, seconded by F. Burzycki, to approve a \$6,370 line item transfer from Line Item #60151, Sanitation, with \$31 to Line Item #51212, Asst. Town Clerk's Wages; \$399 to Line Item #51411, Assessor's Wages; \$4 to Line Item 51512, Deputy Treasurer's Salary; \$775 to Line Item #52727, Town Share Retirement Compensation; \$1,187 to Line Item #52731, Town Counsel; \$1,132, Line Item #52746, Town Hall Postage; \$2,842, to Line Item # 55251, Resident Trooper Overtime.

VOTE: UNANIMOUS MOTION CARRIED

4. \$1,000 line item transfer from Line Item # 52130, Purchased Services, to Line Item #52150, Supplies and Expenses, needed to cover the cost of new recycling bins

A motion was made by D. Duplice, seconded by R. Dufort, to approve a \$1,000 line item transfer from Line Item # 52130, Purchased Services, to Line Item #52150, Supplies and Expenses.

VOTE: UNANIMOUS MOTION CARRIED

- b. MD & A

Mr. Donaldson tabled this item to allow time for the members to review the document. He scheduled a special meeting for Monday, December 22, 2014, to act on the audit document

11. Agenda Planning - No discussion.

12. Other Business - None

13. Public Comment - None

14. Adjournment

A motion was made by T. Wakely, seconded by D. Duplice, to adjourn at 7:40 p.m.

VOTE: UNANIMOUS MOTION CARRIED


Marlene LePine, Clerk

APPROVED: _____
Wayne Donaldson, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 12/18/14 AT 9:25am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
