

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, JUNE 19, 2013
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, Eric Lotreck, Kenneth Mahler, Jim McCloud,
Thomas Wakely
Alternates Frank Burzycki, Dennis Duplice

MEMBERS ABSENT: Lauren Sylvestre

OTHERS PRESENT: Spencer Holzschlag, Student Ambassador

A motion was made by J. McCloud, seconded by E. Lotreck, to seat Dennis Duplice for Lauren Sylvestre.

VOTE: UNANIMOUS MOTION CARRIED

2. Reading of Previous Minutes

A motion was made by J. McCloud, seconded by E. Lotreck, to approve the minutes of 5/16/13 as presented.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by D. Duplice, seconded by E. Lotreck, to approve the minutes of 4/17/13 as presented.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by D. Duplice, seconded by J. McCloud, to approve the minutes of 4/10/13 as presented.

VOTE: UNANIMOUS MOTION CARRIED

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

1. Audit Planning Letter, O'Connor Davies, Town Auditor

2. c: Letter, W. David LeVassuer, Acting Secretary, ST CT Office of Policy and Management (OPM), 5/1/13, Re: Lisbon's 2011 Equalized Grand List (\$548,596,973)

3. Memo, Nate Walsh (Bookkeeper), 5/24/13, Re: FY2012/13 Year End

4. Letter to Leonora Szruba, Shooting Stars from Wayne Donaldson, Chair., BoF, 4/18/13, Re: Use of Town ID Number

5. Fraud Questionnaire Forms, O'Connor Davies, Town Auditor

4. Bills and action there on - None

Monthly Exp. Report July through May 2013, BAL.: LI #51630, Auditor - \$4,824; LI #51650, Supplies & Expenses - \$37.11

5. Chairman's Report

Mr. Donaldson advised that he hasn't yet but wants to get together with the Town Auditor regarding the Shooting Stars.

6. Student Ambassadors - No questions/comments

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7. Monthly Statements

General Government: July through April 2013; July through May 2013

Reviewed no questions or comments.

Treasurer's Reports: As of March 31, 2013; As of April 30, 2013; As of May 2013

It was questioned why #11204 on page 1 of April doesn't appear on the May report. Mr. Donaldson said that he will follow up.

Board of Education: Financial Statements March 2013; April 2013 - Reviewed

8. Public Comment - None

9. Old Business

a. Shooting Stars Special Revenue Account

Mr. Donaldson advised that a meeting needs to be scheduled with the appropriate parties.

b. Appointment of the Lisbon Central School Security Committee

A motion was made by J. McCloud, seconded by E. Lotreck to approve creating a Lisbon School Security Committee.

A motion was made by D. Duplice seconded by K. Mahler to amend the motion to approve creating the committee, to approve creating a committee to recommend to the Board of finance projects to be funded by the \$25,000 allotment in Capital Nonrecurring. The committee shall consist of three Board of Finance members and three Board of Education members to be chaired by a Board of Education member and shall exist until September 30, 2013 unless an extension is granted or their work is completed earlier.

VOTE: IN FAVOR W. Donaldson, E. Lotreck, K. Mahler, J. McCloud, D. Duplice
OPPOSED T. Wakely MOTION CARRIED

A motion was made by J. McCloud, seconded by K. Mahler, to appoint Eric Lotreck, Dennis Duplice and Jim McCloud to the committee.

VOTE: IN FAVOR W. Donaldson, E. Lotreck, K. Mahler, J. McCloud, D. Duplice
OPPOSED Thomas Wakely MOTION CARRIED

c. Consideration and vote on tax Suspense List

Letter, Gail L. Izbicki, CCMC, Tax Collector, 6/17/14, Re: Suspense List (\$8,851.14)

A motion was made by D. Duplice, seconded by T. Wakely, to approve the Suspense List.

VOTE: UNANIMOUS MOTION CARRIED

10. New Business

a. Selectmen's Requests (Selectmen's Requests - 06/10/13)

1. \$261.41, Additional Appropriation, LI #55250, Supplies & Expenses (DARE) Resident State Trooper (The same amount will be returned to the town once a returned purchase for DARE graduation supplies is credited.)

A motion was made by D. Duplice seconded by K. Mahler, to approve a \$261.41 line item transfer from LI #52725, Union Related Contingency, to LI #55250, Supplies & Expenses

VOTE: UNANIMOUS MOTION CARRIED

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2. \$35,000, Additional Appropriation LI #51730, Planning Services, Planning and Zoning Commission
A motion was made by D. Duplice, seconded by K. Mahler to approve an additional appropriation of \$35,000 to LI #51730, Planning Services. (Needed due to unanticipated services regarding: Tucker Development, Target Store, the Ames Road Development, etc.)
VOTE: UNANIMOUS MOTION CARRIED
3. \$4,500, Line Item Transfer from LI #60132, Road Repair and Maintenance, to LI #52550, Supplies & Expenses, Registrar of Voters
A motion was made by D. Duplice, seconded by J. McCloud, to approve a \$4,500 line item transfer from LI #60132, Road Repair and Maintenance, to LI #52550, Supplies & Expenses, Registrar of Voters.
VOTE: UNANIMOUS MOTION CARRIED
4. \$4,500 Line Item Transfer from LI #60135, Road Repair, to LI # 52744, Town Hall Computers to cover the costs associated with hosting and server upgrades for town hall computers.
A motion was made by D. Duplice, seconded by K. Mahler, to approve a \$4,500 line item transfer from LI #52724, Unemployment Compensation, to LI #52744, Town Hall Computers.
VOTE: UNANIMOUS MOTION CARRIED
5. \$56,910, line item transfer from LI #90213, Lisbon Landing/LCS Interest, to LI #90221, G.O. Bonds 2012 Refunding The interest payment was not budgeted for the refunding of the General Obligation Bonds.
A motion was made by D. Duplice, seconded by K. Mahler, to approve a \$56,910 line item transfer from LI #90213, Lisbon Landing/LCS Interest, to LI #90221, G.O. Bonds 2012 Refunding.
VOTE: UNANIMOUS MOTION CARRIED
6. \$8,000, additional appropriation to LI #52735, Consulting Fees/Contracted Services, to cover unanticipated costs the largest being the change over to an off-site back up service.
A motion was made by D. Duplice, seconded by T. Wakely, to approve a \$7,000 Line Item Transfer from LI #52728, Empl Retirement Accrued Liability, and \$1,000 from LI #52726, Deferred Comp., totaling \$8,000 to LI #52735, Consulting Fees/Contracted Services.
VOTE: UNANIMOUS MOTION CARRIED
7. \$1,300 Additional Appropriation to LI #52611, Clerk to the Boards Asst's Wages needed because the hours used in the Building Dept. to cull paperwork from the previous Zoning Enforcement Officer's files and merge remaining paperwork with the Building Inspector/ZEO's files are being paid from that line item.
A motion was made by D. Duplice, seconded by K. Mahler, to approve a \$1,000 line item transfer from LI #52734, Payroll Service, and \$300 from LI #52775, Unbudgeted Donations, totaling \$1,300 to LI #52611, Clerk to the Boards Asst's Wages.
VOTE: UNANIMOUS MOTION CARRIED
8. \$5,000 line item transfer from LI #65131 Public Health Nursing, to LI #52721 Employee Insurance which is needed to cover two employee's insurance waiver stipends
A motion was made by D. Duplice, seconded by K. Mahler, to approve a \$5,000 line item transfer from LI #65131, Public Health Nursing to LI #52721 Employee Insurance .
VOTE: UNANIMOUS MOTION CARRIED

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9. \$500 line item transfer from LI #52775, Unbudgeted Donations to LI #70150, Sr. Coordinator's Supplies & Expenses

A motion was made by D. Duplice, seconded by K. Mahler, to approve a \$500 line item transfer from LI #52775, Unbudgeted Donations, to LI #70150, Sr. Coordinator's Supplies & Expenses.

VOTE: UNANIMOUS MOTION CARRIED

- b. Disposition of Records

Memo, M. LePine, Clerk to the Bds., 6/13/13, Re: Records Disposition

A motion was made by T. Wakely, seconded by J. McCloud, to approve the disposition of files that are more than three years old.

VOTE: UNANIMOUS MOTION CARRIED

- c. Financial Plan

Ken Mahler volunteered to work on the Plan.

- d. Policy Manual

Mr. Donaldson will follow up with Lauren Sylvestre.

11. Agenda Planning - No Discussion

12. Other Business

A motion was made by T. Wakely, seconded by E. Lotreck, to add COA Bills to the agenda.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by T. Wakely, seconded by D. Duplice, to add By Laws to the agenda.

VOTE: UNANIMOUS MOTION CARRIED

- a. COA Bills

A motion was made by D. Duplice, seconded by E. Lotreck, that no (senior center) bills be paid unless approved by the Commission on Aging.

VOTE: UNANIMOUS MOTION CARRIED

- b. By Laws

A motion was made by D. Duplice, seconded by T. Wakely, to amend the By Laws and add that all conversations and communication between board chairman come before this board.

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

VOTE: UNANIMOUS MOTION CARRIED

13. Public Comment

A comment was made for the Board to consider putting excess school funds into a special revenue account.

14. Adjournment

A motion was made by D. Duplice, seconded by T. Wakely, to adjourn at 9:02 p.m.

VOTE: UNANIMOUS MOTION CARRIED


Marlene LePine, clerk

APPROVED: _____
Wayne Donaldson, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 06/24/2013 AT 11:40 am
ATTEST. LAURIE TIROCCHI, TOWN CLERK