

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, JANUARY 18, 2012  
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, Dennis Duplice, Eric Lotreck, Kenneth Mahler,  
Jim McCloud, Thomas Wakely

MEMBERS ABSENT: Lauren Sylvestre

OTHERS PRESENT: Spencer Holzschlag, Student Ambassador

Mr. Donaldson noted that Dennis Duplice would be sitting in for Lauren Sylvestre.

2. Reading of Previous Minutes

A motion was made by E. Lotreck, seconded by J. McCloud, to accept the previous minutes as presented.

VOTE: UNANIMOUS MOTION CARRIED

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

1. Town Hall Closing Schedule

2. Letter, Thomas O. Marien, CPA, MBA, CVA, Senior Partner and Marcia L. Marien, CPA, Managing Partner, Marien + Company, LLC, Town Auditor, Re: Notification of combining practice with O'Connor Davies, LLP.

3. Letter, Thomas W. Sparkman, First Selectman, 1/17/12, Re: 223 North Burnham Highway

A motion was made by T. Wakely, seconded by K. Mahler, to add the Selectman's letter to New Business.

VOTE: UNANIMOUS MOTION CARRIED

4. Bills and action there on - None

5. Chairman's Report - No Report

6. Student Ambassadors - No Report

7. Monthly Statements

The following monthly statements were reviewed: General Government Profit & Loss Statement, July through December 2011; Treasurer's Report as of December 31, 2011; Final 2011 Financial Statement, Board of Education dated 11/22/11, Fiscal Year 2010/2011 & Fiscal Year 2011/2012

8. Public Comment - None

9. Old Business

a. Finance Suggestion Box Final Report

Mr. Sparkman advised that he awaiting the sign for the suggestion box before installing it. Communication to employees about the suggestion box will be composed by Mr. Donaldson.

b. Management Discussion and Analysis (MD&A)

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After discussing a correction and comments regarding the draft MD&A, a motion was made by T. Wakely, seconded by E. Lotreck, to approve (the MD&A).

VOTE: UNANIMOUS MOTION CARRIED

- c. Purchase Order Policy - Discussion
- d. Board of Education Special Fund

After reviewing an email and Draft Policy-1/18/12 from Marcia Marien, Marien+ Co., Town Auditor, regarding establishing a special fund for the Board of Education, Mr. Donaldson tabled this item.

- e. FY2012/2013 BoF Budget

A motion was made by T. Wakely, seconded by E. Lotreck, to approve \$30,929 for Line Item #51630, Audit.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by T. Wakely, seconded by E. Lotreck, to approve \$1,350 for Line Item #51650, Supplies and Expenses.

VOTE: UNANIMOUS MOTION CARRIED

10. New Business:

- a. Selectmen's Requests

- 1. \$19,900 Additional Appropriation - Line Item #52735, Revaluation (unbudgeted)

A motion was made by D. Duplice, seconded by J. McCloud, to approve a \$19,900 additional appropriation to Line Item #52735, Revaluation.

VOTE: UNANIMOUS MOTION CARRIED

- 2. \$350 Additional Appropriation - Line Item #52752, Union Contingency (MEUI stipend increased due to increased hours for Bookkeeping position.)

A motion was made by D. Duplice, seconded by T. Wakely, to approve a \$350 additional appropriation to Line Item #52752, Union Contingency.

VOTE: UNANIMOUS MOTION CARRIED

- b. Letter, Thomas W. Sparkman, First Selectman, 1/17/12, Re: 223 North Burnham Highway

It was the general consensus of those present that the Selectmen should proceed with their efforts to acquire the property.

11. Agenda Planning - 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 9:53 p.m.

VOTE: UNANIMOUS MOTION CARRIED

  
Wayne Donaldson, Chairman

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

RECEIVED FOR RECORD AT LISBON  
CT ON 01/23/2012 AT 10:45am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
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