

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, FEBRUARY 15, 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, Eric Lotreck, Jim McCloud, Kenneth Mahler,
Lauren Sylvestre, Thomas Wakely,

MEMBERS ABSENT: Dennis Duplice, Alternate

2. Reading of Previous Minutes

A motion was made by K. Mahler, seconded by T. Wakely, to accept the previous minutes as presented.

VOTE: UNANIMOUS MOTION CARRIED

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

1. FY2013 Governor's Proposed Midterm Budget Impact on Lisbon

2. C: Ltr., Susan G. Rainville, Assessor, 1/31/11, Re: Extension for Filing Deadline fore 2011 Grand List

3. C: Memo to Thomas W. Sparkman, First Selectman, 1/23/12, Re: Board of Finance Actions (Selectmen's Requests)-1/18/12

4. C: Memo to Cost Cntr. Mgrs./Employees from BoF, 2/13/12/, Re: Suggestion Box

4. Bills and action there on

BoF Monthly Exp. Report through Jan. 2012, BALANCES: LI #51630, Auditor - \$8,741; LI# 51650, Supplies & Expenses - \$1,297.85

1. \$3,266, Marien + Company LLC, CAPs, Town Auditor, #24108, 12/31/11, Re: Completion of Audited Financial Statements

A motion was made by T. Wakely, seconded by K. Mahler, to approve payment of \$3,266 to Marien + Company (Town Auditor).

VOTE: UNANIMOUS MOTION CARRIED

5. Chairman's Report - None

6. Student Ambassadors - No Report

7. Monthly Statements

1. Board of Education Financial Statement - December 2011

The BoE Financial Statements dated December 2011 were distributed for review. There were no comments.

2. General Government Financial Statement - July through January

The General Government Financial Statements dated July through January were distributed for review. There were no comments.

8. Public Comment - None

9. Old Business

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a. Finance Suggestion Box Final Report

Mr. Donaldson reported that the suggestion box has been installed on the wall in the hallway between the Selectmen's and Finance offices. He also reported that a memo regarding the suggestion box has been sent to Cost Center Managers and employees.

b. Board of Education Special Fund

It was the general consensus of those present to establish a fund for unexpended funds from the prior fiscal year for the budgeted appropriation for education. A discussion regarding parameters was held with Randall Baah, Chair., Board of Education, submitting a letter dated 9/13/10, from the Superintendent of Woodstock Public Schools to Woodstock's Board of Finance requesting that such a fund be established.

c. Purchase Order Policy

Copies of the 2.2, February 14, 2012 Purchase Order Policy by Kenneth Mahler was distributed for review. At this time Randall Baah, Chair., Board of Education, submitted a copy of the schools policy adopted 12/19/11 which were reviewed.

d. Annual Report

Mr. Mahler advised that the annual report document is at the printers.

e. Purchase Burnham Tavern Property

A motion was made by K. Mahler, seconded by E. Lotreck, to revise the agenda of tonight's meeting to move the report on the tavern property to the location just before adjournment.

VOTE: UNANIMOUS MOTION CARRIED

10. New Business:

a. Budget Schedule

Mr. Donaldson distributed a copy of the budget schedule for review.

b. Selectmen's Requests

\$10,283 Additional Appropriation to Line Item #55135, Hydrant Rental due to increased fees.

A motion was made by K. Mahler, seconded by E. Lotreck, to approve an additional appropriation of \$10,283 to Line Item #55134, Hydrant Rental.

VOTE: UNANIMOUS MOTION CARRIED

11. Agenda Planning - No new items.

12. Other Business - None

13. Public Comment - None

9. e. Purchase Burnham Tavern Property

At 8:10 p.m. a motion was made by T. Wakely, seconded by L. Sylvestre, to go into Executive Session with the Board Members and the First Selectman.

VOTE: UNANIMOUS MOTION CARRIED

At 8:34 p.m. a motion was made by J. McCloud seconded by L. Sylvestre to come out of Executive Session.

VOTE: UNANIMOUS MOTION CARRIED

14. Adjournment

A motion was made by T. Wakely, seconded by L. Sylvestre, to adjourn at 8:34 p.m.

VOTE: UNANIMOUS MOTION CARRIED

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Marlene Lerinc, clerk

APPROVED: _____
Wayne Donaldson, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 02/21/2012 AT 9:07 am
ATTEST. LAURIE TIROCCHI, TOWN CLERK