

MINUTES
SPECIAL MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, MAY 23, 2018
7:00 P.M.

1. Call to Order

The special meeting of the Board of Finance was called to order by Michael Zelasky, Chairman, at 7:00 p.m.

MEMBERS PRESENT: Michael Zelasky, Frank Burzycki, Randy Baah, Wayne Donaldson

Alternates: Gail Gwiazdowski

MEMBERS ABSENT: Miles LaFemina, Dennis Duplice, Philip Kiley (ALT), Thomas Wakely (ALT)

OTHERS PRESENT: Thomas Sparkman, First Selectman

Gage Weber, LCS Student Ambassador

Motion by F. Burzycki second by W. Donaldson to seat Gail Gwiazdowski for Dennis Duplice.

VOTE: UNANIMOUS, MOTION CARRIED

2. Previous Minutes –

Motion by W. Donaldson second by F. Burzycki to approve the 3/21/2018 minutes as presented.

VOTE: UNANIMOUS, MOTION CARRIED

Motion by W. Donaldson second by F. Burzycki to approve the 4/11/2018 minutes as presented.

VOTE: UNANIMOUS, MOTION CARRIED

Motion by W. Donaldson second by R. Baah to approve the 4/4/2018 Budget Hearing minutes as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy: Memo, re: BoS actions
- b. Letter, from State of CT to Chief Executive Officers & Assessors re: equalized grand list for Lisbon
- c. Email, from CCM, date /10/18 re: FY2019 State budget impact on Lisbon.
- d. Memo, Lisbon Quarterly Newsletter submissions due May 18
- e. Email, from C. Johnson, Recreation Committee Chairman re: credit card and keeping of excess program fees in separate account.
- f. Email, from Marcia Marion re: Special Revenue account for Recreation Committee – must go to Town Meeting to vote to set up
- g. Email, from M. Zelasky to Philip Kiley, BoF Alternate re: purchasing ordinance
- h. Email, from T. Wakely, BoF Alternate re: Administrative Staff Contracts with school
- i. Email, from Town Treasurer to M. Zelasky and T. Sparkman, First Selectman dated 4/11/2018 re: Dime Savings Bank account
- j. Email, from M. Zelasky to the Board re: ordinances
- k. Email, from M. Zelasky to Ian Rogers, Chairman, Board of Education re: School capital plan
- l. Email, from M. Zelasky to Treasurer and Bookkeeper re: Profit & Loss line-item (School Oil Tanks)

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4. Bills and action thereon
 - a. Minuteman Press, \$953.45, inv#104242, dated 3/23/2018 re: Annual Report. Motion by W. Donaldson second by R. Baah to approve. VOTE: UNANIMOUS, MOTION CARRIED
 - b. O'Connor Davies, \$1580.00, dated 4/30/2018 re: Additional Bookkeeping. Chairman Zelasky to follow up before approval (NO VOTE).
5. Monthly Statements - Review
 - a. Treasurer's Report – As of April 30, 2018
 - b. General Government – July 2017 through March 2018
 - c. Board of Education – April 2018 Financial Report
6. Reports
 - a. Chairman's Report – NONE
7. Veteran's Property tax Exemption (tabled) – Tabled until further information is obtained through the Assessor's Office
8. Purchasing and Competitive Bidding Ordinance – Chairman Zelasky to make changes as discussed, then send to Board of Education and Town Counsel.
9. Purchase Policy and Procedures – Waiting on Ordinance
10. Lisbon Fire Department Special Needs Assessment – First Selectman Thomas Sparkman reported that they are still in need of a "bonding number". Projected budget is \$10,858,000.00.
11. Capital Plan – NONE
12. Suspense List – Motion by W. Donaldson second by R. Baah to approve the Suspense List (\$7,524.20) as submitted. VOTE: UNANIMOUS, MOTION CARRIED
13. Town Credit Card – Discussion. Maximum to be \$2500.00, and is to be held by Bookkeeper, to be signed out by individuals of Boards or Commissions with approval in minutes before each use. A monthly report on use of credit card to be required. "Credit Card Payments at the Senior Center" to be added to next agenda.
14. Special Account for Recreation Fees – Denied
15. Appointment of Auditor – Motion by W. Donaldson second by G. Gwiazdowski to appoint Marcia Marien as Auditor. VOTE: UNANIMOUS, MOTION CARRIED
16. FY2018/2019 Budgets - NONE

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17. Set Mill Rate – Motion by W. Donaldson second by G. Gwiazdowski to set the Mill Rate at 22.5.

VOTE: UNANIMOUS, MOTION CARRIED

18. Selectmen's Requests

- a. \$13,745.00 Additional Appropriation to Line Item #52727, Town Share Retirement Compensation needed for end of year adjustment to the required town share of employee retirement compensation (11.74%, which includes overtime). Motion to approve by W. Donaldson second by F. Burzycki. VOTE: UNANIMOUS, MOTION CARRIED
- b. \$9,200.00 Additional Appropriation to Line Item #60111, Highway Department Wages to cover storm related seasonal employees not covered under the Town Aid Road Fund. Motion to approve by W. Donaldson second by R. Baah. VOTE: UNANIMOUS, MOTION CARRIED
- c. \$3,270.00 Line Item Transfer to Line Item #52724, Unemployment Compensation, with \$2,250.00 coming from Line Item #65134, Sewer Line Fees, and \$1,020 from Line Item #52721, Employee Insurance needed for labor award (town's appeal denied) for a terminated employee. Motion to approve by W. Donaldson second by G. Gwiazdowski. VOTE: UNANIMOUS, MOTION CARRIED
- d. \$5,000.00 Line Item Transfer to Line Item #52722, Social Security Medicare/Town Share, from Line Item #65134, Sewer Line Fees needed due to costs related to town share withholding requirements based on payroll, both regular and overtime wages. Motion to approve by W. Donaldson second by R. Baah. VOTE: UNANIMOUS, MOTION CARRIED
- e. \$5,752.00 Line Item Transfer to Line Item #60151, Sanitation, with \$5,500.00 coming from Line Item #65132, Public Health Nursing, and \$252.00 from Line Item #52726, Deferred Compensation needed due to costs related to house hold hazardous waste day and the unexpected cost for residents utilizing similar programs in other communities for which the town is invoiced. Motion to approve by W. Donaldson second by G. Gwiazdowski. VOTE: UNANIMOUS, MOTION CARRIED
- f. \$7,000.00 Additional Appropriation to Line Item #52732, Town Engineer needed due to the costs associated with the State of Connecticut DEEP mandated Stormwater MS4 Program as well as for bridge and culvert repair. Motion to approve by W. Donaldson second by G. Gwiazdowski. VOTE: UNANIMOUS, MOTION CARRIED

19. Adjournment – A motion was made by F. Burzycki second by W. Donaldson to adjourn at 8:33 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: _____
Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 05/30/2018 AT 10:30am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
Laurie Tirocchi