

TOWN OF LISBON  
BOARD OF FINANCE

REQUEST DATE: 6/1/2021 BOARD/DEPARTMENT: PLANNING AND ZONING

APPROVE AT MEETING OF:

[ ] LINE ITEM TRANSFER [X] ADDITIONAL APPROPRIATION [ ] OTHER

DESCRIPTION: ADDITIONAL APPROPRIATION OF \$15,000.00 TO COVER  
PROJECTED 4TH QTR FY 2020/2021 TOWN PLANNER INVOICES  
(SECCOG), TO LINE ITEM #51730 (PURCHASED SERVICES).

SIGNED: Robert Adams (e) ROBERT ADAMS, CHAIRMAN  
BOARD/DEPARTMENT/COMMISSION AUTHORIZED SIGNATURE

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BOARD OF SELECTMEN TOOK THE FOLLOWING ACTION ON:

REQUEST: [ ] APPROVED [ ] DENIED [ ] TABLED

VOTE: FIRST SELECTMAN: YES [ ] NO [ ] ABSTAINED [ ]  
SELECTMAN: YES [ ] NO [ ] ABSTAINED [ ]  
SELECTMAN: YES [ ] NO [ ] ABSTAINED [ ]

COMMENTS:

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
FIRST SELECTMAN/DESIGNATE

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BOARD OF FINANCE ACTION: [ ] APPROVED [ ] DENIED [ ] TABLED  
AT ITS MEETING OF: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
CHAIRMAN/DESIGNATE

REASON: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTIFICATION [ ] BOARD OF SELECTMEN DATE: \_\_\_\_\_  
[ ] BOARD/DEPARTMENT/COMMISSION DATE: \_\_\_\_\_

**Town Of Lisbon**  
**Profit & Loss Budget vs. Actual**  
 July 1, 2020 through May 5, 2021

	Jul 1, '20 - May 5, 21	Budget	\$ Over Budget	% of Budget
<b>Expense</b>				
<b>51100 · SELECTMEN'S OFFICE</b>				
51111 · First Selectman's Salary	43,376.74	51,264.00	-7,887.26	84.6%
51112 · Second Selectman's Salary	4,671.92	5,522.00	-850.08	84.6%
51113 · Third Selectman's Salary	4,671.92	5,522.00	-850.08	84.6%
51114 · Bookkeeper's Wages	29,330.51	34,664.00	-5,333.49	84.6%
51115 · Administrator Assistant	35,468.50	41,918.00	-6,449.50	84.6%
51150 · S/M Supplies & Expense	1,334.69	3,000.00	-1,665.31	44.5%
51151 · Office Supplies & Expense	1,386.27	3,000.00	-1,613.73	46.2%
<b>Total 51100 · SELECTMEN'S OFFICE</b>	<b>120,240.55</b>	<b>144,890.00</b>	<b>-24,649.45</b>	<b>83.0%</b>
<b>51200 · TOWN CLERK'S OFFICE</b>				
51211 · Town Clerk's Salary	42,746.66	50,519.00	-7,772.34	84.6%
51212 · Asst. Town Clerk's Wages	19,720.81	23,307.00	-3,586.19	84.6%
51230 · Records Mgmt. Services	9,559.98	13,000.00	-3,440.02	73.5%
51250 · Supplies & Expenses	2,330.94	6,000.00	-3,669.06	38.8%
51251 · Vital Statistics	816.50	1,500.00	-683.50	54.4%
51252 · Document Preservation Grant	0.00	1.00	-1.00	0.0%
<b>Total 51200 · TOWN CLERK'S OFFICE</b>	<b>75,174.89</b>	<b>94,327.00</b>	<b>-19,152.11</b>	<b>79.7%</b>
<b>51300 · TAX COLLECTOR'S OFFICE</b>				
51311 · Tax Collector's Salary	36,326.84	42,933.00	-6,606.16	84.6%
51312 · Tax Clerk's Wages	4,418.88	7,518.00	-3,099.12	58.8%
51330 · Contracted Services	2,851.19	2,947.00	-95.81	96.7%
51343 · Computer Maintenance/Support	4,970.00	5,470.00	-500.00	90.9%
51344 · On Line Bill Pay	1,300.00	1,300.00	0.00	100.0%
51350 · Supplies & Expense	3,228.99	4,250.00	-1,021.01	76.0%
51351 · Tax Refunds	5,890.78	9,000.00	-3,109.22	65.5%
51352 · Delinquent Motor Vehicle Tax Fe	0.00	500.00	-500.00	0.0%
<b>Total 51300 · TAX COLLECTOR'S OFFICE</b>	<b>58,986.68</b>	<b>73,918.00</b>	<b>-14,931.32</b>	<b>79.8%</b>
<b>51400 · ASSESSOR'S OFFICE</b>				
51411 · Assessor's Wages	41,078.40	50,716.00	-9,637.60	81.0%
51412 · Assessor's Clerk's Wages	16,112.82	19,043.00	-2,930.18	84.6%
51431 · Tax Mapping	7,500.00	8,500.00	-1,000.00	88.2%
51443 · Computer Maintenance & Support	13,216.00	15,820.00	-2,604.00	83.5%
51450 · Supplies & Expense	2,604.67	3,875.00	-1,270.33	67.2%
51451 · Personal Property Audit	6,000.00	7,500.00	-1,500.00	80.0%
<b>Total 51400 · ASSESSOR'S OFFICE</b>	<b>86,511.89</b>	<b>105,454.00</b>	<b>-18,942.11</b>	<b>82.0%</b>
<b>51500 · TREASURER'S OFFICE</b>				
51511 · Treasurer's Salary	17,170.34	20,293.00	-3,122.66	84.6%
51512 · Deputy Treasurer Salary	750.00	1,000.00	-250.00	75.0%
51550 · Supplies & Expense	0.00	100.00	-100.00	0.0%
51551 · Bank Charges	0.00	100.00	-100.00	0.0%
<b>Total 51500 · TREASURER'S OFFICE</b>	<b>17,920.34</b>	<b>21,493.00</b>	<b>-3,572.66</b>	<b>83.4%</b>
<b>51600 · BOARD OF FINANCE</b>				
51630 · Auditor	17,400.00	17,400.00	0.00	100.0%
51650 · Supplies & Expense	1,096.13	1,310.00	-213.87	83.7%
<b>Total 51600 · BOARD OF FINANCE</b>	<b>18,496.13</b>	<b>18,710.00</b>	<b>-213.87</b>	<b>98.9%</b>
<b>51700 · PLANNING AND ZONING</b>				
51730 · Purchased Services	50,759.04	55,500.00	-4,740.96	91.5%
51750 · Supplies & Expenses	3,904.39	6,300.00	-2,395.61	62.0%
<b>Total 51700 · PLANNING AND ZONING</b>	<b>54,663.43</b>	<b>61,800.00</b>	<b>-7,136.57</b>	<b>88.5%</b>
<b>51800 · ZONING BOARD OF APPEALS</b>				
51850 · Supplies & Expense	654.64	2,500.00	-1,845.36	26.2%
<b>Total 51800 · ZONING BOARD OF APPEALS</b>	<b>654.64</b>	<b>2,500.00</b>	<b>-1,845.36</b>	<b>26.2%</b>
<b>51900 · BOARD OF ASSESSMENT APPEALS</b>				
51911 · Salaries	0.00	825.00	-825.00	0.0%
51950 · Supplies & Expense	126.27	225.00	-98.73	56.1%
<b>Total 51900 · BOARD OF ASSESSMENT APPEALS</b>	<b>126.27</b>	<b>1,050.00</b>	<b>-923.73</b>	<b>12.0%</b>
<b>52000 · CONSERVATION COMMISSION</b>				
52030 · Enforcement Officer	4,952.50	7,500.00	-2,547.50	66.0%
52050 · Supplies & Expense	1,034.61	1,800.00	-765.39	57.5%
<b>Total 52000 · CONSERVATION COMMISSION</b>	<b>5,987.11</b>	<b>9,300.00</b>	<b>-3,312.89</b>	<b>64.4%</b>

**SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS**

5 Connecticut Avenue, Norwich, Connecticut 06360  
Phone: 860-889-2324 / Fax: 860-889-1222 / Email: office@seccog.org

To: Thomas Sparkman, First Selectman, Lisbon  
From: James S. Butler, Executive Director *JSB*  
Date: April 7, 2021

**Invoice:** Quarter 3 - 01/01/2021 - 03/31/2021 Town Planner Services

**Planning & Zoning Commission**

1. Consultant Charge			
184.5 hrs	x	\$100.00	\$18,450.00
2. Travel Costs			
556 miles	x	0.560	\$311.36
3. Other Direct Costs			
Mailing Fees			\$2.80
4. Total Cost this Period:			\$18,764.16
5. Previously Billed But Unpaid:			
6. Total Amount Due:			\$18,764.16

*APPROVED* (cc)  
*5/4/2021*

RECEIVED  
APR 12 2021

BT: .....

REC 5/11/2021