

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, DECEMBER 16, 2015  
7:00 P.M.

1. Call to Order

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

MEMBERS PRESENT: Michael Zelasky, Thomas Wakely, Jim McCloud, Frank Burzycki

MEMBERS ABSENT: Dennis Duplice, Robert Dufort; Miles LaFemina, Leo MacDonald (Alternates)

OTHERS PRESENT: Thomas Sparkman

2. Reading of Previous Minutes

Motion by F. Burzycki second by J. McCloud to accept previous minutes with the following changes: under "members present", F. Burzycki should not be listed as an alternate and L. MacDonald should be listed as an alternate.

VOTE: UNANIMOUS, MOTION CARRIED

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

- a. Email, from Sarah Stoger, of O'Connor Davies re: extension filed November 30.
- b. Memo, from T. Sparkman, First Selectman re: Dec 24<sup>th</sup> potluck
- c. Memo, from Board of Selectmen re: Holiday Closings Schedule
- d. Emails, between M. Zelasky and W. Donaldson
- e. Email, from W. Donaldson re: Excel files for budget
- f. Email, from M. Zelasky to Marlene LePine, Clerk to the Boards re: Hotmail account for Board of Finance emails
- g. Letter, from T. Wakely to Board of Education re: request of enrollment, administration contracts (electronically forwarded to members).
- h. Email, from M. Zelasky to Marlene LePine, Clerk to the Boards re: Corrections to website for Board of Finance.
- i. Email, from Marlene LePine, Clerk to the Boards re: additional appropriation of \$142,000.00 for Board of Education.
- j. Email, from M. Zelasky to Ian Rogers, Board of Education re: additional appropriation.

4. Bills and action thereon – NONE

5. Monthly Statements

- a. Treasurer's Report - The following Town of Lisbon Budget reports were distributed and reviewed: Budget vs. Actual July through November 2015; Balance Sheet as of November 30, 2015.
- b. General Government - Review
- c. Board of Education - Review

6. Reports

- a. Chairman's Report - NONE

7. Public Comment – NONE

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8. Old Business

- a. Budget Schedule – Motion by F. Burzycki second by J. McCloud to make the following changes: March 17<sup>th</sup> should be Wednesday, March 16; March 24 should be March 23; March 31 should be March 30 (Public Hearing); April 7 should be April 6. Corrected schedule to be sent out to all Boards & Commissions (see attached).
- b. Annual Report – Due January 31 from all Boards.
- c. MD & A – Motion by F. Burzycki second T. Wakely to accept the MD & A.  
VOTE: UNANIMOUS, MOTION CARRIED
- d. FY2016/2017 Budgets – NONE
- e. Financial Plan – Capital Requests – Review
- f. Policy and Procedures – Motion by T. Wakely second by J. McCloud to table.  
VOTE: UNANIMOUS, MOTION CARRIED
- g. Selectmen's Requests – Motion by T. Wakely second J. McCloud to move to 9.b. "New Business".  
VOTE: UNANIMOUS, MOTION CARRIED

9. New Business –

- a. BoF Policies/Procedures: Email Account Policy – 12/16/09, Target Fund Balance – 10/17/08 – Motion by F. Burzycki second by T. Wakely to table Board of Finance Policies/Procedures.  
VOTE: UNANIMOUS, MOTION CARRIED  
Motion by F. Burzycki second by T. Wakely to table email policy.  
VOTE: UNANIMOUS, MOTION CARRIED
- b. Selectman's Requests -
  - 1. Motion by F. Burzycki second by T. Wakely to approve a line item transfer in the amount of \$6,135 from Line Item #52731, Town Counsel, with \$188 to line item #51252, Historic Documents Preservation Fund; \$2,036 to Line Item #51551, Bank Charges; \$3 to Line Item #52650, Clerk to the Boards, Supplies & Expenses; \$3,908 to Line Item #60151, Sanitation.  
VOTE: UNANIMOUS, MOTION CARRIED
  - 2. Motion by F. Burzycki second by J. McCloud to approve a line item transfer of \$12,417 from Line Item #52721, Employee Insurance, to Line Item #85001, Capital Improvements.  
VOTE: UNANIMOUS, MOTION CARRIED

10. Any other business which may properly come before the Board – NONE

# MEMO

TO: Cost Center Managers, Boards, Commissions, Committees

FROM: Wayne Donaldson, Chair., Board of Finance

*Send out new memo*

DATE: September 16, 2015

RE: FY2015/2016 BUDGET SCHEDULE

*— Corrected dates*

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\*All meetings are scheduled to take place at 7:00 p.m.

12/31/15 – General Government budgets are due to the Selectmen.

02/26/16 – General Government and Board of Education budgets are due to the Board of Finance. Department revenue projections due to the Board of Finance.

03/09/16 – (Town Hall) – General Government Budget Presentation and Discussion

03/10/16 – (Town Hall) – Board of Education Budget Presentation and Discussion

03/~~17~~<sup>16</sup>/16 – (Town Hall) – Regular Board of Finance meeting – Discussion on budget and possible action to send budget to public hearing.

03/~~24~~<sup>23</sup>/16 – (Town Hall) – Additional discussion on the budget and vote to send the budget to public hearing. If needed.

03/~~31~~<sup>30</sup>/16 – (LCS Cafeteria/Gymnasium) – Public Hearing on Proposed Budgets

04/~~07~~<sup>6</sup>/16 – (Town Hall) – Final vote on the budgets (by the BoF) to send to the

Selectmen for the call of the Annual Town Meeting

05/02/16 – (LCS Cafeteria/Gymnasium) – Annual Town Meeting

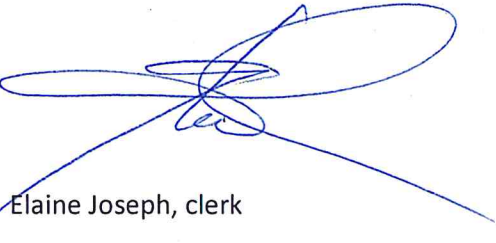
- Per Ordinance, the Annual Town Meeting is scheduled for the first Monday in May.
- The Town Aid Road and Capital & Non-recurring budgets will be voted on at this meeting.
- The Board of Education and General Governments budgets will not be voted on at this meeting other than to send the budgets to referendum.
- The referendum will take place approximately two weeks after the Annual Town Meeting.

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11. Public Comment – NONE

12. Adjournment – A motion was made by T. Wakely second by F. Burzycki to adjourn at 7:55 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: \_\_\_\_\_  
Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON

CT ON 12/23/2015 AT 11:05

ATTEST. LAURIE TIROCCHI, TOWN CLERK

*Theresa Wakely, Asst*