

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, JULY 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, Eric Lotreck, Kenneth Mahler, Jim McCloud, Thomas Wakely; Frank Burzycki, Alternate

MEMBERS ABSENT: Lauren Sylvestre; Dennis Duplice, Alternate

Mr. Donaldson seated Frank Burzycki for Lauren Sylvestre.

2. Reading of Previous Minutes

a. 06/20/12

A motion was made by J. McCloud, seconded by F. Burzycki, to accept the previous minutes as submitted. VOTE: UNANIMOUS MOTION CARRIED

A motion was made by K. Mahler, seconded by E. Lotreck, to renumber the agenda and move up 9. to 3. (Old Business, a. Senior Center Lunch Program). VOTE: UNANIMOUS MOTION CARRIED

9. Old Business

a. Senior Center Lunch Program

Mr. Donaldson distributed copies of letters to Leonora Szruba, Chair., Commission on Aging, and Judith Jencks, Senior Center Coordinator, dated July 11, 2012, requesting details regarding some of the expenditures, included in the letter, from the lunch program's funds based on his review of the accounting material submitted at the last meeting. Mrs. Szruba and Mrs. Jencks gave details of each expenditure on the list. A discussion followed regarding the types of expenditures that would be allowed from the revenue from that program which are listed in the policy for that special revenue account.

A motion was made by K. Mahler, seconded by E. Lotreck, to return to the normal order of business.

VOTE: UNANIMOUS MOTION CARRIED

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

1. Two manila envelopes w/ lunch program receipts.
2. Purchase Order Policy and Procedures w/ forms (forwarded to all cost cntrs.)
3. Memo, Municipal Finance Services, ST CT Office of Policy and Management, 7/6/12, Re: Corrective Action Plan (audit deficiencies).

4. Bills and action there on

1. \$5,606, O'Connor Davies, Inv. No. 148052, 7/1/12, Re: Preliminary Procedures Performed for the audit (25% of fee)

A motion was made by T. Wakely, seconded by E. Lotreck, to pay the auditor's bill.

VOTE: UNANIMOUS MOTION CARRIED

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2. \$131.59, Norwich Bulletin, 0402/12-05/06/1212, Re: 4/6/12 Legal Notice-Public Hearing  
A motion was made by K. Mahler, seconded by E. Lotreck, to pay the \$131.59 Bulletin bill.  
VOTE: UNANIMOUS MOTION CARRIED
3. C: Murtha Cullina LLP, Town Council, \$836, Inv. 447016, Re: Special Revenue Funds Review  
A motion was made by K. Mahler, seconded by T. Wakely, to approve the expenditure and forward to the Board of Selectmen for payment. VOTE: UNANIMOUS MOTION CARRIED
5. Chairman's Report - None
6. Student Ambassadors - Students are on summer break.
7. Monthly Statements  
The General Government Profit & Loss Budget vs. Actual July 2011 through June 2012 was distributed for review.
8. Public Comment  
A resident commented on community issues and another on the Marien + Company/O'Connor Davies partnership.
9. Old Business
  - a. Shooting Stars  
Mr. Donaldson reported that a meeting with the Town Auditor and the Shooting Stars was canceled and rescheduled for August 8<sup>th</sup> at 7:00 p.m.
10. New Business:
  - a. Selectmen's Requests - None
  - b. Bidding Review  
Mr. Bruzycki agreed to research any policies and/or requirements he can find regarding bidding procedure and report back to the Board.
11. Agenda Planning  
A motion was made by J McCloud, seconded by T. Wakely, to cancel the August meeting.  
VOTE: UNANIMOUS MOTION CARRIED
12. Other Business - None
13. Public Comment  
At this time, Thomas Sparkman, First Selectman, advised that a Town Meeting has been scheduled for July 27<sup>th</sup> regarding the purchase of the Hoydila property and accepting the two new roads in the Tucker development.
14. Adjournment  
A motion was made by E. Lotreck, seconded by T Wakely, to adjourn at 8:23 p.m.  
VOTE: UNANIMOUS MOTION CARRIED

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Marcene Lepine, clerk

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

RECEIVED FOR RECORD AT LISBON  
CT ON 07/19/2012 AT 11:25  
ATTEST. LAURIE TIROCCHI, TOWN CLERK