

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, MARCH 15, 2017
7:00 P.M.

1. Call to Order

The regular meeting of the Board of Finance was called to order by Michael Zelasky, Chairman, at 7:02 p.m.

MEMBERS PRESENT: Michael Zelasky, Thomas Wakely, Frank Burzycki, Jim McCloud
Alternates: Miles LaFemina, Wayne Donaldson, Leo MacDonald
MEMBERS ABSENT: Robert Dufort, Denice Duplice
OTHERS PRESENT: Thomas W. Sparkman, First Selectman
Gage Weber, Janal Joinvil – LCS Student Ambassadors

Motion by F. Burzycki second by T. Wakely to seat Miles LaFemina for Robert Dufort and Wayne Donaldson for Dennis Duplice.

VOTE: UNANIMOUS, MOTION CARRIED

2. Reading of Previous Minutes

Motion by M. LaFemina second T. Wakely to approve the previous minutes of February 15, 2017 with the following corrections: Add vote to add under agenda item 10 - "Motion by W. Donaldson second by J. McCloud to add "School Transportation Contract", "March 8 Meeting", and "Additional Appropriation (BoE)" and add vote to the following motion:

"10.b. March 8 Meeting – Motion by M. LaFemina second by W. Donaldson to move the March 8 meeting to March 9.

VOTE: UNANIMOUS, MOTION CARRIED

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence -

a. Motion by J. McCloud second by W. Donaldson to accept the presentation from last week.

VOTE: UNANIMOUS, MOTION CARRIED

b. Email, from Patrick Sullivan of the Office of Policy and Government re: taxes

c. Email, from Martcia Marion re: BoE policy

d. Email, from M. Zelasky to Bookkeeper re: clarification of "Salt Shed" money to fire truck

e. Email, from M. Zelasky to Board of Finance re: change of meeting date

f. Email from M. Zelasky to Clerk to Boards, re: agenda item change

g. Email, Finance narrative

h. Email, between Clerk to Boards and M. Zelasky re: Audit Reports

i. Fund Balance

j. Bylaws and electronic document

4. Bills and action thereon - NONE

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5. Monthly Statements
 - a. Treasurer's Report – Review (as of February 2017).
 - b. General Government – Review (July 2016 through February 2017)
 - c. Board of Education – Review (February 2017)
6. Reports
 - a. Chairman's Report – Clarification of Treasurer's Report
7. Public Comment – NONE
8. Old Business
 - a. Annual Report – Update by W. Donaldson. Report went to printer.
 - b. MD&A Target Fund Balance Policy – Motion by W. Donaldson second T. Wakely to change Fund Balance from 13% to "10% - 16%". VOTE: UNANIMOUS, MOTION CARRIED
 - c. Veteran's Property Tax Exemption (tabled) - NONE
 - d. Capital Plan – Email from Chairman of Rec Committee, C. Johnson re: current numbers are same as last year's; Ian Rogers, Chairman Board of Education re: Fuel Tank Replacement – update by M. Zelasky.
9. New Business
 - a. Town Hall Forum/Meeting on State Budget with Lisbon's State Representatives (debrief and discussion) – Update by M. Zelasky
 - b. Fiscal Year 2017/2018 Board of Education and General Government Budgets, Revenue and Timing (potential vote on Budgets) – Motion by F. Burzycki second by T. Wakely to table the vote on the budget until April 5th Meeting. VOTE: UNANIMOUS, MOTION CARRIED
 - c. BoF and BoE Financial Policies Including School Transportation Contract – Motion by M. LaFemina second by T. Wakely to forward Purchase Policy and Procedures (Effective July 2012) to Board of Selectmen to adopt a town-wide ordinance, with assistance of counsel.
VOTE: T. Wakely, M. Lafemina, F. Burzycki and W. Donaldson YES; J. McCloud, M. Zelasky NO;
MOTION CARRIES
 - c. Selectmen's Requests –
 1. Motion by M. LaFemina second by T. Wakely to approve Line Item Transfer Request in the amount of \$423.00 to Line Item #52733 (Insurance and Bonding) from Line Item #60135 (Road Repair). VOTE: UNANIMOUS, MOTION CARRIED
 2. Motion by W. Donaldson second by J. McCloud to approve Line Item Transfer Request of \$700.00 from line item 70142 to Line Item 70153 to cover the copy machine lease payments for balance of fiscal year (Commission on Aging).
VOTE: UNANIMOUS, MOTION CARRIED

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3. Motion by W. Donaldson second by M. LaFemina to approve Planning and Zoning Additional Appropriation Request of \$3,500.00 to Line Item #51750, Supplies and Expenses, needed to cover Norwich Bulletin billing since November (\$2,268.00) and to finish out the fiscal year (March – June, \$1,232.00).

VOTE: UNANIMOUS, MOTION CARRIED

10. Any other business which may properly come before the Board

11. Public Comment – NONE

12. Adjournment – A motion was made by M. LaFemina second by W. Donaldson to adjourn at 8:30 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: _____
Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON

CT ON 3/22/2017 AT 7:50pm

ATTEST. LAURIE TIROCCHI, TOWN CLERK

Margaret Wakely, Asst