

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, SEPTEMBER 16, 2015
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, Jim McCloud, Dennis Duplice, Robert Dufort, Miles LaFemina
Michael Zelasky, Frank Burzycki (Alternates)

MEMBERS ABSENT: Thomas Wakely

OTHERS PRESENT: Thomas Sparkman

Motion was made by Miles LaFemina second by J. McCloud to seat Frank Burzycki for Thomas Wakely.

VOTE: UNANIMOUS, MOTION CARRIED

Motion was made by J. McCloud second by R. Dufort to change the order of the agenda to item 10.a. "Audit Presentation".

VOTE: UNANIMOUS, MOTION CARRIED

2. Reading of Previous Minutes

Motion by F. Burzycki second M LaFemina to accept previous minutes of July 15, 2015.

VOTE: UNANIMOUS, MOTION CARRIED

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

a. Notice, from Murtha Culina re: Seminar Schedules

b. Letter, from Board of Education, dated 8/14/2015 re: Schedule for negotiations starting August 20 ending September 17.

c. O'Connor Davies – Contract for Services. Motion to approve contract by J. McCloud second F. Burzycki.

VOTE: UNANIMOUS, MOTION CARRIED

4. Bills and action thereon

A. O'Connor Davies, \$5925.00. Motion by M. LaFemina second F. Burzycki to pay.

VOTE: UNANIMOUS, MOTION CARRIED

5. Chairman's Report – Verbal update by Chairman Donaldson

6. Student Ambassadors – NONE

7. Monthly Statements - Statements for June 30, 2015 were distributed for review.

8. Public Comment – NONE

BOARD OF FINANCE
TOWN OF LISBON

TO: Cost Center Managers
FROM: Board of Finance
RE: Instructions for Completing Additional Funding Request
DATE: August 2, 1994

In the past, we have had to return certain requests because we were not provided sufficient information regarding the need. This has resulted in delays and extra meeting to resolve the issue.

In the interest of time we have prepared written instructions on how to properly complete and route a Request For Additional Funds.

The use of this form will enable us to accurately maintain and contain expenditures throughout the fiscal year. It will also expedite such requests.

Attached you will find the instructions and a sample request form. Also attached is a small supply for your use. Please note any request not properly submitted will be returned to the originator without action being taken by the Board of Finance.

If the instructions or the form are not clear to you, please contact any member of the Board of Finance for clarification.

Thank You,

Audrey Babbitt, Chairman

INSTRUCTIONS FOR COMPLETING ADDITIONAL FUNDING REQUESTS

Section 1

This section must be completed and signed by the individual responsible for the line item. No other signature will be accepted. Allow as much detail as possible which address the following areas:

- a. What is being requested, be specific (check block)
- b. Be sure to include why you need this additional funding, specifically, include what has already been expended from the line item.
- c. Why you feel this expenditure is necessary
- d. What is the benefit to the Town, justify your request.

THIS COMPLETED FORM MUST BE SUBMITTED TO THE BOARD OF SELECTMEN FOR THEIR INPUT. WE ARE LOOKING FOR THEIR IDEAS REGARDING ALTERNATE FUNDING OPTIONS.

Section 2

This section is where the Board of Selectmen will add their input/ideas about the funding request. We are interested in how each Selectman votes. Upon completion by the Selectmen, a copy of the minutes documenting the action must be attached to the request form which is to be submitted to the Board of Finance.

Section 3

In this section the Board of Finance will record their action and reasons if appropriate.

A COPY OF THE COMPLETED FORM WILL THEN BE RETURNED TO BOTH THE BOARD OF SELECTMAN AND THE ORIGINATOR FOR THEIR FILES. A COPY OF THIS FORM WILL BE RETAINED BY THE BOARD OF FINANCE.

PLEASE NOTE: THERE ARE DIFFERENCES BETWEEN LINE ITEM TRANSFERS AND ADDITIONAL APPROPRIATIONS.

*ADDITIONAL APPROPRIATIONS ARE LIMITED TO A MAXIMUM OF \$ 20,000 PER FISCAL YEAR TO ANY ONE LINE ITEM AND CAN ONLY BE MADE ONCE DURING THE YEAR BY THE BOARD OF FINANCE.

*ANY REQUEST BEYOND THE DOLLAR LIMIT OR ONE IN NUMBER, MUST BE TAKEN TO A TOWN MEETING WHICH WE MUST APPROVE THE CALL FOR.

BOARD OF FINANCE

REQUEST DATE: _____ BOARD/DEPARTMENT: _____

APPROVED AT MEETING OF: _____

a < > LINE ITEM TRANSFER < > ADDITIONAL APPROPRIATION < > OTHER

DESCRIPTION: _____

SIGNED: _____

BOARD/DEPARTMENT/COMMISSION AUTHORIZED SIGNATURE

2 BOARD OF SELECTMEN TOOK THE FOLLOWING ACTION ON _____

REQUEST: < > APPROVED < > DENIED < > TABLED

VOTE: FIRST SELECTMAN: YES _____ NO _____ ABSTAINED _____

SECOND SELECTMAN: YES _____ NO _____ ABSTAINED _____

THIRD SELECTMAN: YES _____ NO _____ ABSTAINED _____

COMMENTS: _____

SIGNED: _____ DATE: _____

CHAIRMAN/DESIGNATE

BOARD OF FINANCE ACTION: < > APPROVED < > DENIED < > TABLED

AT ITS MEETING OF: _____ SIGNED: _____

CHAIRMAN/DESIGNATE

REASON: _____

NOTIFICATION: < > BOARD OF SELECTMEN, DATE: _____

< > BOARD/DEPARTMENT/COMMISSION, DATE: _____

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9. Old Business

- a. Financial Plan – Recreation Committee has not given them a dollar amount for the plan and has not responded to requests for cost estimates. Motion by F. Burzycki second R. Dufort to table.

VOTE: UNANIMOUS, MOTION CARRIED

10. New Business

- a. Audit Presentation – presentation by Marcia Marien of Murtha Culina. Copies of the Audit findings were distributed to the Board.
- b. Selectman's Requests –
1. CT Statute 12144c "Optional Waiver of Property Tax of \$25.00 or Less" – An estimate of the "break even point" of the cost of generating a bill for collection of tax amounts of \$10.00 or less has been requested from the Tax Collector for further consideration by the Board.
- c. Annual Report Narrative Timeline – NONE
- d. Fiscal Year 2016/2017 Budget Schedule – Due by January 1, 2016
- e. Funding Request (policy/procedure – see attached)
- Motion by J. McCloud second M. LaFemina to approve instructions for completing additional funding requests.

VOTE: UNANIMOUS, MOTION CARRIED

11. Any other business which may properly come before the Board - NONE

12. Public Comment – NONE

14. Adjournment – A motion was made by F. Burzycki second by R. Dufort to adjourn at 7:57 p.m.

VOTE: UNANIMOUS, MOTION CARRIED


Elaine Joseph, clerk

APPROVED: _____
Wayne Donaldson, Chairman

RECEIVED FOR RECORD AT LISBON

CT ON 9/24/2015 AT 9:53am

ATTEST. LAURIE TIROCCHI, TOWN CLERK

