

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, NOVEMBER 18, 2015
7:00 P.M.

1. Call to Order

The regular meeting of the Board of Finance was called to order by Thomas Wakely, Vice-Chairman, at 7:03 p.m.

MEMBERS PRESENT: Thomas Wakely, Dennis Duplice, Robert Dufort, Michael Zelasky
Leo MacDonald, Frank Burzycki (Alternates)

MEMBERS ABSENT: Jim McCloud, Miles LaFemina

OTHERS PRESENT: Thomas Sparkman

Motion was made by F. Burzycki second by D. Duplice to seat L. MacDonald.

VOTE: UNANIMOUS, MOTION CARRIED

2. Reading of Previous Minutes

Motion by D. Duplice second M. Zelasky to accept previous minutes as written.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence (not covered in an agenda item below) - NONE

- a. Copy: BoF Budget Schedule
- b. Copy: BoF Meeting Schedule
- c. Letter, From Frank Burzycki, re: his resignation as an alternate and his becoming a full member.
- d. Letter, from W. Donaldson dated 11/18/15 re: teacher's contract negotiations
- e. Letter, from BoE to W. Donaldson dated 10/26/2015

4. Bills and action thereon

- a. O'Connor Davies, \$9,420.00, dated 9/30/2015, inv#242636. Motion by D. Duplice second F. Burzycki to pay the updated amount of \$9,420.00.

VOTE: UNANIMOUS, MOTION CARRIED

5. Monthly Statements

- a. Treasurer's Report - The following Town of Lisbon Budget reports were distributed and reviewed: Budget vs. Actual July through October 2015; Balance Sheet as of October 31, 2015.
- b. General Government - Review
- c. Board of Education - Review

6. Reports

- a. Chairman's Report - NONE

7. Public Comment – Chad Johnson was present from the Recreation Committee. Motion by D. Duplice second M. Zelasky to add "Rec" to agenda under "Any Other Business".

VOTE: UNANIMOUS, MOTION CARRIED

Motion by D. Duplice second M. Zelasky to go to "Any Other Business".

VOTE: UNANIMOUS, MOTION CARRIED

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8. Old Business

- a. MD&A – Motion by R. Dufort second F. Burzycki to have Marcia Marian do MD&A.
Motion by R. Dufort second F. Burzycki to amend the motion as follows: to send existing MD&A to Marcia Marian for review, and to have her get back to the Board with suggestions and price quote for services. VOTE: UNANIMOUS, MOTION CARRIED
- b. Annual Report – TABLED
- c. FY2016/2017 Budgets – Motion by D. Duplice second L. MacDonald to send letter to BoE requesting the following information: School Enrollment; Administration Contracts; and Singleton Contracts. VOTE: UNANIMOUS, MOTION CARRIED
- d. Financial Plan – Capital Requests – Review of Recreation Committee Requests
- e. Policy and Procedures – Motion by D. Duplice second F. Burzycki to table. VOTE: UNANIMOUS, MOTION CARRIED

9. New Business –

- a. Election of Officers –
Motion by T. Wakely second D. Duplice to appoint M. Zelasky as Chairman. VOTE: UNANIMOUS, MOTION CARRIED
Motion by M. Zelasky second L. MacDonald to appoint T. Wakely as Vice-Chairman. VOTE: UNANIMOUS, MOTION CARRIED
- b. Vacancy – Motion by D. Duplice second L. MacDonald to table. VOTE: UNANIMOUS, MOTION CARRIED
- c. BoF 2016/2017 Budget – Motion by D. Duplice second M. Zelasky to raise line item #51630 “Auditor” from \$15,700.00 to \$17,200.00. VOTE: UNANIMOUS, MOTION CARRIED
Motion by D. Duplice second M. Zelasky to maintain line item #51650 “Supplies and Expenses” at \$1500.00 for next year’s budget. VOTE: UNANIMOUS, MOTION CARRIED
- d. Selectman’s Requests -
 1. Motion by D. Duplice second F. Burzycki to approve an appropriation request of \$6,100.00 from the Restricted Reserved Fund Historic Document Preservation Account to line item #51252, to be used for the preservation and management of Lisbon’s historic documents, to purchase a cabinet to hold vital records, a map cabinet and to continue with the map project to put maps in digital format. VOTE: UNANIMOUS, MOTION CARRIED
 2. Motion by D. Duplice second F. Burzycki to approve an additional appropriation of \$4000.00 to line item #52733 “Insurance and Bonding”. VOTE: UNANIMOUS, MOTION CARRIED
 3. Motion by D. Duplice second F. Burzycki to approve an additional appropriation of \$4800.00 to line item #52744, “Town Hall Computer”. VOTE: UNANIMOUS, MOTION CARRIED

10. Any other business which may properly come before the Board – Chad Johnson, Chairman of the Recreation Committee, was present to ask for clarification of what the Board needs for Capital Requests. Motion by D. Duplice second L. MacDonald to return to “Old Business”. VOTE: UNANIMOUS, MOTION CARRIED

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11. Public Comment – NONE

12. Adjournment – A motion was made by F. Burzycki second by D. Duplice to adjourn at 8:11 p.m.

VOTE: UNANIMOUS, MOTION CARRIED

APPROVED: _____
Thomas Wakely, Vice-Chairman

Elaine Joseph, clerk

RECEIVED FOR RECORD AT LISBON
CT ON 11/24/15 AT 1:4
ATTEST. LAURIE TIROCCHI, TOWN CLERK
Laurie Tirocchi