

MINUTES
REGULAR MEETING
BOARD OF FINANCE
LISBON TOWN HALL
WEDNESDAY, DECEMBER 20, 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 7:00 p.m.

MEMBERS PRESENT: Thomas Wakely, Michael Zelasky, Frank Burzycki, Wayne Donaldson,
Dennis Duplice, Randy Baah

MEMBERS ABSENT: Miles LaFemina

OTHERS PRESENT: Thomas Sparkman, First Selectman

Motion was made by D. Duplice second by R. Baah to seat Thomas Wakely.

VOTE: UNANIMOUS, MOTION CARRIED

2. Reading of Previous Minutes

Motion by W. Donaldson second by D. Duplice to accept previous minutes with the following correction: Remove W. Donaldson from "absent" as he was not yet officially a member at that point.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Letter, from S. Brown re: Student Ambassadors (Emily Hong, Gage Weber, Jamal Joinvil)
- b. Memo, Holiday Luncheon December 22, 11:00 a.m. at Lisbon Town Hall
- c. Email, from O'Connor Davies re: extension request for filing audit was signed by T. Sparkman (extended to Jan 31, 2018)
- d. Email, from C. Maynard to T. Sparkman re: Municipal Stabilization Grant line item (42880)
- e. Email: from Treasurer re: Selectman's Request from L. Tirocchi, Town Clerk. Treasurer to create a new line item for preservation.
- f. Emails, from M. Marion re: budget is ready for presentation. Suggested sending audit to Board for review in January.

4. Bills and action thereon

- a. O'Connor Davies, \$10,275.00 (\$15,420.00 total) inv#342367, dated 10/31/2017 – TABLED for further review.

5. Monthly Statements – No Comments

- a. Treasurer's Report – Review (as of November, 2017)
- b. General Government – Review (July 2017 - November, 2017)
- c. Board of Education – Review (November, 2017)

6. Reports

- a. Chairman's Report – NONE

7. Public Comment – NONE

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8. Old Business

- a. Veteran's Property Tax Exemption - TABLED
- b. Purchase Order Policy and Ordinance – Discussion. Add sentence, "Purchase Procedures must be followed". Re: credit card. Add to section 5: "Acceptance of the contract requires approval by First Selectman or BoE, as appropriate." Board member R. Baah recommended sending the policy to the Board of Education for review.
- c. 2017-18 Budget – Discussion

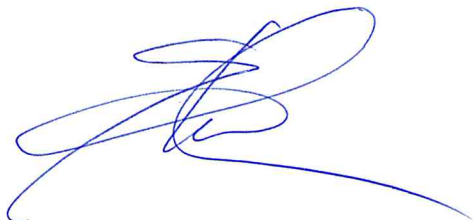
9. New Business –

- a. Election of Officers – Motion by W. Donaldson second by D. Duplice to nominate M. Zelasky as Chairman.
VOTE: UNANIMOUS, MOTION CARRIED
Motion by D. Duplice second by T. Wakely to nominate W. Donaldson as Vice-Chairman.
VOTE: UNANIMOUS, MOTION CARRIED
- b. Board of Finance Line Items for FY2018/19 –
Motion by D. Duplice second by W. Donaldson to keep the budget at \$'17,200.00 for line item #51630 (Auditor).
VOTE: UNANIMOUS, MOTION CARRIED
Motion by D. Duplice second by W. Donaldson to keep the budget at \$'1,500.00 for line item #51650 (Supplies and Expense).
VOTE: UNANIMOUS, MOTION CARRIED
- c. Selectmen's Requests – NONE

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

11. Public Comment – NONE

12. Adjournment – A motion was made by F. Burzycki second by W. Donaldson to adjourn at 7:30 p.m.
VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: _____
Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 12/21/2017 AT 2:30pm
ATTEST. LAURIE TIROCCHI, TOWN CLERK
Laurie Tiocchi