

**Lebanon Board of Finance  
Subcommittee Meeting  
October 11, 2022 - 6:00 PM  
Minutes**

**Present:** Diane Malozzi, Chair; Gregg Lafontaine.

**Absent:** Haley Messier.

**Also Present:** Hayley Wagner, Finance Director-via telephone.

**1.0 Call to Order.**

D. Malozzi called the meeting to order at 6:00pm.

**2.0 Approval of the minutes**

- a) Minutes of the September 14, 2022 subcommittee meeting approved without correction.

**3.0 Correspondence**

E mail from Finance Director, Hayley Wagner.

**4.0 Policy review**

- a) Capital & Non recurring Projects- discuss email response from the Finance Director. Finalize policy draft to bring to the Board for feedback. The policy was discussed with input from the Finance Director. She brought up some key points that will be addressed at the next meeting.
- b) Capital Assets Policy – discuss changes to policy draft. Finalize draft. The Capital Asset policy seems to be accurate in conjunction with the finance manual. Some language tweaks and organization to be done before bringing to the Board.
- c) Review and discuss Fund Balance policy. Minor language proposed changes. Should be able to bring to the Board at the October regular meeting.
- d) Review and discuss Lease/Purchase policy. Minor language proposed changes discussed. Some information needs to be researched.

**5.0 Other**

None

**6.0 Adjourn**

D. Malozzi adjourned the meeting at 6.46pm without objection.

Respectfully Submitted,  
Diane Malozzi, Chair-Policy & Procedure Sub Committee  
October 13, 2022