

**Lebanon Board of Finance
Policy & Procedure Subcommittee Meeting
September 14, 2022 - 7:00 PM - Town Hall
Minutes**

Present: Diane Malozzi (Chair), Haley Messier, Gregg Lafontaine

1.0 Call to Order.

D. Malozzi called the meeting to order at 7:00 pm.

2.0 Approval of the minutes

Minutes of the April 04, 2022 meeting were approved with one correction.
Name spelling of H. Messier.

3.0 Policy review

a) Capital & Non recurring Projects

The committee completed amendments and additions to the policy that will be suggested to the Board of Finance. D. Malozzi will check with the Finance Director as to the accuracy of a paragraph as written before being shared with the Board of Finance. G. Lafontaine suggested that approved amended policies should be forwarded to the Charter Revision Committee. H. Messier will conduct spelling and grammar check.

b) Capital Assets Policy

The committee and completed amendments and additions to the policy that will be suggested to the Board of Finance. D. Malozzi will check with the Finance Director if the Town still has shared assets with other towns and will confirm with the Director if the suggested paragraph regarding inventory is accurate.

4.0 Other

Lease Purchase, Designated and Undesignated Fund Balance and School Improvement Fund policies will be reviewed at the next meeting.

5.0 Adjourn

D. Malozzi adjourned the meeting at 7:57 pm.

Respectfully Submitted,
Diane Malozzi
Chair Policy & Procedure Sub Committee
September 15, 2022