

BOARD OF FINANCE
REGULAR MEETING
November 16, 2021 - 7:00 pm
Via Zoom Meeting
MINUTES

Members Present: Liz Charron, David Scata, Diane Malozzi, Meghan Bruce, Phil Johnson, Gregg Lafontaine, Michael Nintean (Alternate), Tony Tyler (Alternate), Haley Messier (Alternate)

Members Absent:

Also Present: Finance Director Haley Wagner, First Selectmen Kevin Cwikla, Recording Secretary Laurie Bergeron, Valerie Belles

1) Call to order:

- a) Introduction of new members and Finance Director – L. Charron called the meeting to order at 7:00 pm. L. Charron introduced new members to BOF Phil Johnson and alternate, Haley Messier. Haley Wagner is our new Finance Director.

2) Correspondence:

3) Minutes

- a) **Regular BOF meeting 10/19/2021:** P. Johnson **MOVED** to approve the minutes of the regular BOF meeting 10/19/2021. M. Bruce **SECONDED**. D. Scata abstained. All Others In Favor. **Motion Passes**
- b) **Policy & Procedures subcommittee meeting 10/14/2021 – informational only**

**** D. Scata MOVED** to move to items 6a and 6b on the agenda prior to other items to allow for V. Belles to offer any information requested for these items. G. Lafontaine **SECONDED**. All In Favor. **Motion Passes Unanimously**

4) Public Comments: None

5) Financial Reports:

- a) **Reports for Fiscal Year 2021-2022 Expenditures, Revenues, TIP/SIP, BOE non-lapsing:** The BOF reviewed the Expenditures, Revenues, TIP/SIP, and BOE non-lapsing

6) New Business

- a) **Consider and act on BOE's original request to transfer \$111,271 surplus from FY 2020-21 to the BOE Non-Lapsing Fund. Note that \$80,000 was transferred during the 9/21/2021 BOF meeting.** Final numbers were not available so this item will be tabled until next meeting.
- b) **Consider and act on approving the establishment of a non-fiduciary Student Activity Fund for the purposes of raising funds for celebrating Lyman's 100th anniversary.** P. Johnson **MOVED** to establish a non-fiduciary Student Activity Fund

for the purposes of raising funds for celebrating Lyman's 100th anniversary. G. Lafontaine **SECONDED**. Discussion, monitoring and reconciliations to be done by BOE staff. All In Favor. **Motion Passes Unanimously**

- c) **Consider and act on BOS request for authorization to spend up to \$20,000 from TIP for the replacement of the roof on the Old Firehouse** – K Cwikla updated the BOF on the status and condition of the Old Firehouse as a dry storage facility. D. Malozzi **MOVED** to authorize to spend up to \$20,000 from TIP for the replacement of the roof on the Old Firehouse. G. Lafontaine **SECONDED**. All In Favor. **Motion Passes Unanimously**
 - d) **Update on audit – consider and act upon authorizing an extension of the FY 2021 Audit.** L. Charron updated the BOF on the audit. Delays with auditor getting info from some stakeholders has put process behind schedule. M. Bruce **MOVED** to authorize an extension of the FY 2021 for one month. D. Malozzi **SECONDED**. Discussion ensued. M. Bruce abstained. All Others In Favor. **Motion Passes Unanimously**
 - e) **Consider and act on the calendar for 2022 regular meetings** – D. Scata **MOVED** to approve the calendar for 2022 regular meetings. M. Bruce **SECONDED**. All In Favor. **Motion Passes Unanimously**
 - f) **Consider and act on the calendar for the 2022-23 Fiscal year budget process** – M. Bruce presented the proposed calendar for the 2022-23 Fiscal year budget process. Changes were made to allow public hearing date to avoid school vacation. D. Malozzi **MOVED** to approve the calendar for the 2022-23 Fiscal year budget process with changes noted. P. Johnson **SECONDED**. All In Favor. **Motion Passes Unanimously**
 - g) **Discuss process for Alternate designations** – L. Charron reviewed the existing process for Alternate designations with the BOF. Members will need to provide listing of requested first second and third choice of alternates to chair.
 - h) **Discuss process for electing BOF officers** – L. Charron reviewed the process for electing BOF officers with the BOF.
- 7) **Subcommittee updates**
- a) **Policies & Procedures**- No report
 - b) **Shared Services**- No report
 - c) **Long term Planning** – No report
- 8) **Other :**
- D. Malozzi **MOVED** to add to the agenda the letter to be sent to departments for the budget process. M. Bruce **SECONDED**. All In Favor. **Motion Passes Unanimously**. M. Bruce presented the proposed letter to be sent for the upcoming budget process. P. Johnson **MOVED** to send budget process letter with changes to departments. D. Malozzi **SECONDED**. All In Favor. **Motion Passes Unanimously**

D. Scata **MOVED** to add to the agenda the election of officers. M. Bruce **SECONDED** L. Charron stepped down and M. Bruce took over meeting. G. Lafontaine **MOVED** to elect L. Charron as Chair of the BOF. D. Scata **SECONDED**. Discussion ensued. D. Malozzi **MOVED** to elect M. Bruce as Chair. P. Johnson **SECONDED**. All in Favor as L. Charron

as Chair (3) All In Favor as M. Bruce as Chair (3). Voting is tied. Voting for other positions was tabled. A special meeting will be called to vote again for Chair and elect Vice-Chair and Secretary. A special meeting for the purpose of electing officers will take place on Tuesday 11/23/21 at 7:00 pm .

New members need Town email addresses to use for all BOF communications.

9) **Adjourn:** Hearing no further business, L. Charron adjourned the meeting at 8:28pm

**Respectfully Submitted,
Laurie J. Bergeron**