

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**
- 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