Town of Lisbon
Policy on Treasurer's Disbursement Warrants for
School Employee Wages and Benefits

Purpose: This policy allows designated municipal officers (councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign school disbursement warrants for wages and benefits only.

Policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any disbursement warrant, including warrants for wages and benefits.

Delegation of authority. Pursuant to 30-A, M.R.S.A., Section 5603(2)(A)(2), the following authority is granted with respect to disbursement warrants for school employee wages and benefits only when the treasurer has been presented with a disbursement warrant signed by the school superintendent and approved by the majority of the school board, and municipal officers delegated by the Chair:

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Normand Albert, Fern Larochelle, Mark Lunt, Jo-Jean Keller, Harry Moore, Jr., Raymond Robishaw, and Christine Cain.

The Chair of the municipal officers designates any one of the municipal officers named above, acting alone, may review, approve, and sign such warrants.

Effective date. This policy becomes effective on November 19, 2024.

Copies. The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer.

Lapse. This policy lapses one year after its effective date, if not sooner amended or canceled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. The treasurer shall remind the municipal officers to consider renewing this policy on or before the first Council meeting in December.

Original. The clerk will maintain the original copy of this policy on file.

Dated: _____

MUNICIPAL OFFICERS:

_____
Normand Albert

_____
Fern Larochelle

_____
Mark Lunt

_____
Jo-Jean Keller

_____
Harry Moore, Jr.

_____
Raymond Robishaw

_____
Christine Cain