Town of Lisbon

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MEMO

To: Town Council
From: Glenn Michalowski, Town Manager
Subject: Adopt The 2025 Policy on Treasurer's Disbursement Warrants for School Employees
Date: November 19, 2024

Summary

This policy authorizes designated municipal officers (councilors), on behalf of the full board, to review, approve, and sign disbursement warrants related to wages, benefits, and state fees. The policy supplements, rather than replaces, the full board's authority to act on any warrant through majority vote.

Under Maine statute 30-A, M.R.S.A., Section 5603(2)(A)(1)(3), this delegation allows any one of the listed municipal officers to review, approve, and sign these warrants individually.

The policy is effective December 6, 2023, and will lapse in one year unless renewed or amended. A reminder for renewal will be issued at the first Council meeting in December. The clerk will keep the original policy on file, with copies provided to the municipal clerk and treasurer.

Recommendation

Attachments

1. Treasurer Disbursement Policy for School Wages Benefits December 2023
2. Treasurer Disbursement Policy for Municial Wages Benefits State Fees December 2023 (1)