

**Town of Lebanon  
Request for Payment**

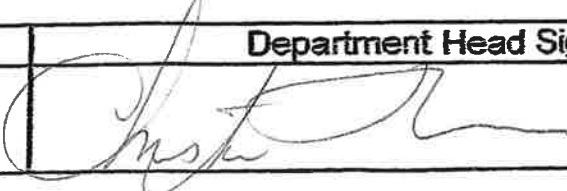
**Vendor No.**

**From: Treasurer**

**Date:** 6/5/14

**Pay to (vendor):** BMU  
**(POBox):**  
**(Street):**  
**(City, State, Zip)**

Invoice Date		Account Number	Amount	Discou
6/5/14		Report 5-19-15 thru 5-29-15	27837.08	
6/5/14		Report 5-29-15 thru 6-4-15	19540.23	
		<b>Vocher Totals:</b>	47377.31	

Payment Date	Processed By	Department Head Signature
		

**Town of Lebanon  
Request for Payment**

**Vendor No.**

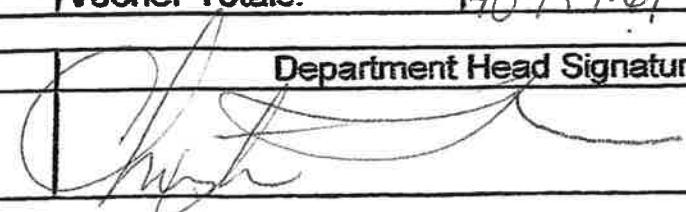
**From: Treasurer**

**Date:** 6/19/15

**Pay to (vendor):  
(POBox):  
(Street):  
(City, State, Zip)**

BMV

Invoice Date	Account Number	Amount	Discou
	Report 6/4	19701.45	
	6/12		
	Report 6/12	26758.16	
	6/19		
<b>Vocher Totals:</b>		40459.61	

Payment Date	Processed By	Department Head Signature
		


## Town of Lebanon Request for Payment

**Vendor No.**


**From:**                      Treasurer

**Date:** 7/10/15

**Pay to (vendor):**      Bmv  
**(POBox):**  
**(Street):**  
**(City, State, Zip)**

RECEIVED  
 JUL 10 2015  



Invoice Date	Account Number	Amount	Discor
	Bmv Report		
	6-19-15 / 6-30-15	26421.20	
<b>Vocher Totals:</b>		26421.20	

Payment Date	Processed By	Department Head Signature
		

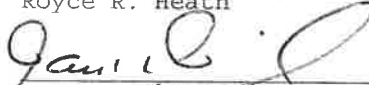
**A / P Warrant**

Warrant 10

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
<b>0012 Registry of Deeds</b>					
0076	19255	08	210 lien notices @ \$19.00	liens	
210 lien notices @ \$19.00	E 01-10-35-30		3,990.00		0.00
			GEN GOV'T / TOWN ADMIN - OTHER / REG. OF DEED		
			<b>Vendor Total-</b>	<b>3,990.00</b>	
<b>1051 SECRETARY OF STATE</b>					
0076	19256	08	8/1/14 - 8/8/14	8/1/14 - 8/8/14	
8/1/14 - 8/8/14	G 1-204-00		18,160.91		0.00
			GENERAL FUND / BMV FEE		
			<b>Vendor Total-</b>	<b>18,160.91</b>	
			<b>Prepaid Total-</b>	<b>0.00</b>	
			<b>Current Total-</b>	<b>22,150.91</b>	
			<b>Warrant Total-</b>	<b>22,150.91</b>	

  
 Benjamin L. Thompson - Chair


  
 Royce R. Heath


  
 Paul L. Philbrick

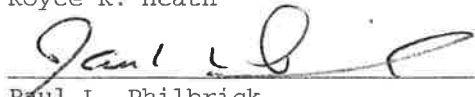
A / P Warrant

Warrant 11

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
1051	SECRETARY OF STATE					
0080	19254	08	07/24/14 - 08/01/2014		07/24/14-08/01/	
	07/24/14 - 08/01/2014		G 1-204-00		14,610.43	0.00
			GENERAL FUND / BMV FEE			
				Vendor Total-	14,610.43	
				Prepaid Total-	0.00	
				Current Total-	14,610.43	
				Warrant Total-	14,610.43	

  
 Benjamin L. Thompson - Chair

  
 Royce R. Heath

  
 Paul L. Philbrick

A / P Warrant

Warrant 28

nl	Check	Month	Invoice Description	Reference	
Description	Account	Proj	Amount	Encumbrance	
1051 SECRETARY OF STATE					
0153	19250	09	09/04-09/12	09/04-09/12	
09/04-09/12			G 1-204-00	15,526.65	0.00
			GENERAL FUND / BMV FEE		
			Vendor Total-	15,526.65	
			Prepaid Total-	0.00	
			Current Total-	15,526.65	
			Warrant Total-	15,526.65	

Benjamin L. Thompson - Chair

*Royce R. Heath*

Royce R. Heath

*Paul L. Philbrick*

Paul L. Philbrick



Department of  
the Secretary of State

**Bureau of Motor Vehicles**

Matthew Dunlap  
*Secretary of State*

Patty A. Morneau  
*Deputy Secretary of State*

David Lachance  
*Director of Administrative Services*

7/21/2015

Town of Lebanon  
Christine Torno, Municipal Agent  
15 Upper Guinea Rd  
Lebanon, Me 04027

Dear Ms. Torno:

You may have recently been contacted by Audit Services within the Bureau of Motor Vehicles regarding the work processed date range of your last Motor Vehicle cash report. As of 7/21/2015, our records indicate the most current work received from your office is dated through 6/19/2015.

This letter serves as a reminder for the need to submit timely cash reports. One requirement for becoming and remaining a Municipal Agent is to submit cash reports in a timely fashion. All municipalities authorized at the New or Truck Registration levels and all municipalities processing electronically are required to submit cash reports on a weekly basis.

The policy for sending in cash reports on a timely basis is to ensure that we keep our records as up to date as possible, especially regarding registrations and title work. It is also for the protection of the municipal offices as the municipality is held responsible for all forms and fees collected.

It is important that you adhere to this policy. In the future, if you anticipate a delay in submitting the cash report, you should contact Audit Services as soon as possible.

If you have any questions, please feel free to contact Audit Services.

Sincerely,

A handwritten signature in cursive script that reads 'Natalie Cichocki'.

Natalie Cichocki  
Audit Services

Cc: Town File  
Dealer & Agent Services  
Ben Thompson, Selectmen



OFFICE OF THE SELECTMEN  
TOWN OF LEBANON

15 UPPER GUINEA ROAD  
LEBANON, MAINE 04027  
Ben Thompson, Chairman  
Royce Heath, Selectman  
Paul Nadeau, Selectman



TEL: 457-6082  
FAX: 457-6067

LETTER OF REPRIMAND

TO: Christine Torno

FROM: Board of Selectmen

DATE: August 21, 2015

SUBJECT: Written Verbal Letter of Reprimand

At our meeting last night, we discussed the following unsatisfactory concerns regarding filing of the reports to the Bureau of Motor Vehicles.

1. The Bureau of Motor Vehicles has identified a lack of Motor Vehicle Cash Reports properly filed by you between the following dates: 6/19/15-7/21/15.
2. The Bureau of Motor Vehicles requests that Motor Vehicle Cash Reports be filed weekly.
3. Since the Town changed banks over 18 months ago, from Key Bank of Maine to Kennebunk Savings Bank, an institution through which the State does not currently utilize ACH transfers, many conversations have ensued between yourself, the Treasurer, and the Board of Selectmen in which you have voiced concern over the Bureau of Motor Vehicles receiving payment in a timely manner.
4. The Board of Selectmen has consistently advised that the Bureau of Motor Vehicle payment will be made on the Accounts Payable Warrant made on a every other week basis scheduled accordingly by the Town Treasurer. Despite that directive, this has not been done.

Effective immediately, the Board requires that all required weekly Motor Vehicle cash reports be filed and readied by you for each account payable deadline set by the Town Treasurer, Jeanette Lemay.

By signing below, I, Christine Torno, acknowledge receipt of this Letter of Reprimand:

*Refused to sign*

Christine Torno

Date

*presented by  
Ben Thompson*

*8/21/15  
2:08 pm*



Per	Wrnt	Jrnl	Date	Period	Check	Amount
<b>01051 SECRETARY OF STATE</b>						
07	0005	0028	07/22/14	06/30 - 07/10	19122	14,324.81
07	0005	0028	07/22/14	07/10-7/18	19122	24,833.46
07	0008	0055	07/31/14	07/18-07/24	19186	10,271.83
08	0010	0076	08/11/14	8/1/14 - 8/8/14	19256	18,160.91
08	0011	0080	08/11/14	07/24/14 - 08/01/2014	19254	14,610.43
08	0015	0091	08/19/14	8/8/14 - 8/15/14	19297	13,284.12
08	0020	0102	08/28/14	08/15/14 - 08/22/14	19331	15,664.47
09	0027	0152	09/18/14	08/22-8/28	19248	12,176.63
09	0027	0152	09/18/14	08/28-09/04	19249	16,577.91
09	0028	0153	09/18/14	09/04-09/12	19250	15,526.65
09	0033	0167	09/29/14	09/12-09/19	19469	14,467.98
09	0033	0167	09/29/14	9/19-9/26/14	19469	11,762.86
10	0036	0205	10/14/14	9/26 - 10/9	19549	22,471.13
10	0040	0229	10/28/14	10/9/14-10/20/14	19600	19,983.48
10	0040	0229	10/28/14	10/20/14-10/27/14	19600	12,422.64
11	0046	0284	11/19/14	11/7-11/18	19725	14,733.37
11	0046	0284	11/19/14	10/27-11/7	19725	28,698.22
12	0050	0309	12/11/14	11/18-11/25	19811	24,540.27
12	0050	0309	12/11/14	11/25-12/5	19811	8,513.32
01	0058	0373	01/06/15	12/5 - 12/22	19935	21,100.15
01	0058	0373	01/06/15	12/22 - 1/2	19935	9,461.46
01	0061	0396	01/16/15	1/2-1/8	20029	13,836.11
02	0068	0426	02/03/15	1/20-1/26	20094	10,405.16
02	0068	0426	02/03/15	1/8-1/20	20094	8,103.26
02	0070	0450	02/17/15	01/26/15-2/6/15	20168	14,311.27
<b>03</b>	<b>0073</b>	<b>0471</b>	<b>03/02/15</b>	<b>2/6-3/2</b>	<b>20218</b>	<b>39,879.22</b>
03	0077	0511	03/16/15	03/02-03/12	20293	16,847.66
03	0079	0531	03/31/15	03/12-3/23	20342	14,441.65
04	0083	0560	04/14/15	03/30/15-4/7/15	20437	22,979.58
04	0083	0560	04/14/15	3/23-3/30	20437	14,823.07
04	0087	0657	04/28/15	4/7/15-4/17/15	20485	29,951.48
05	0091	0688	05/11/15	4/17/15 - 4/30/15	20546	31,547.60
05	0091	0688	05/11/15	4/30/15 - 5/8/15	20546	25,318.01
05	0095	0707	05/22/15	5/8-5/19	20588	18,711.61
06	0099	0761	06/09/15	5/19-5/29	20656	27,837.08
06	0099	0761	06/09/15	5/29-6/4	20656	19,540.23
06	0102	0790	06/25/15	6/12-6/19	20716	20,758.16
06	0102	0790	06/25/15	6/4-6/12	20716	19,701.45
06	0105	0846	07/21/15	6/19-6/30	20898	26,421.20
AP Total						718,999.90