

SELECTBOARD MINUTES
MARCH 11, 2016

Meeting opened at 2:00pm

Present: Alan Vint, Chair; David DiNicola; Robert Costa, Duane Pease, Town Administrator, Bev Cooper, Town Accountant; Jane Thielen, Treasurer; Mary Ann Pease Tax Collector; Joe Kearns, Finance Chair

Tom Scanlon, CPA, of Scanlon Associates

Meeting held to review audit of Fiscal Year 2014.

Tom opened by saying the Town was in good financial shape and can rely on the financial information provided by the staff. The reserves were also in good condition.

Management letter (attached) was reviewed and recommendations to the most part have been implemented. Part-time employees have been enrolled in SMART to satisfy the requirements of the 1990 OBRA Act. This will save the Town the social Security match.

Tom recommends maintaining a receipt log for all cash and check payments and turning them over at least monthly. He also recommended Policy and Procedure manual so all would be in writing. Town Administrator to check with PVPC for assistance in obtaining same.

There was discussion regarding other topics such as converting the accounting system to UMAS, recording capital assets, Tax title accounts and Police firearm fees. None of these were seen to be a major concern.

Tom was thanked for his presence and Alan motioned to adjourn, Bob2nd, vote :3-0.

Meeting was adjourned at 3:10pm.

Minutes respectively submitted by:

Duane Pease
Town Administrator

Minutes accepted with/without changes by:

Alan Vint, Chair

David DiNicola

Robert Costa