

Finance Committee Minutes

Date: March 23, 2010

Time: 7:35

Lillian Whitney: Chairman

Martha Svedberg: Secretary

Melissa Coyle:

Others in attendance: Kevin Stetson

Secretary reports: 2/23/2010, 3/2/2010, 3/9/2010

Please address with Alan Pease that our minutes from December 2009 are still not posted.

Lillian's letter regarding the loose tiles in the elevator dated 3/23/2010.

Lillian's letter to BOS dated 3/17/2010 requesting historical financial information, which is still being withheld.

Reserve Fund use:

Accepted #10-20 \$2074.43

Accepted #10-22 \$902.03

Not approved #10-23 \$2021.98 EMS/ALS (no invoice) wrote letter to address lack of supporting documentation (third request to supply an explanation)

Motion and approved for Martha to file a complaint for the withholding of public financial documentation.

Reviewed draft copies of articles dated 3/12/2010 for both Annual town meeting and Special town meeting: Most articles are missing supporting documentation and amounts.

Reviewed Budget:

-Questions arise regarding items listed on both the articles and budget. We need an explanation, are these items going to be addressed by free cash, if articles are not passed?

-Adding a line on the budget to address Police Lock-up fees.

-Read audit reports stating town audits are completed on a review bases yearly. Under the section; Establishing internal controls over the Preparation of Audited Financial Statements. States "Because the town must take full responsibility for the accuracy and disclosure of the financial statements, it must either internally, or through the use of a qualified outside party (other than the independent auditor)..... Relying on the independent auditor to perform these functions is considered a control deficiency.

The Town's response was "At this time, we do not anticipate compliance with this standard due to financial resources". We should look into the cost for this service and/or the cost of a full audit.

- Reviewed Municipal Finance Law regarding the fees paid to the Tax Collector. Fin Com's article may not have addressed all these fees currently being paid. Our repeated request over the past 6 months for this information has still not been supplied.

-Paying the assessor for a full year's wages to the Town of Lunenburg, while Lunenburg has the ability to make twelve equal payments. We need to review this process, due to the proposal of regionalization, and the effects on cash flow.

-Library; with the continued growth in the library, we need to address the DEP requirements for a public water supply. Current tracking of the public visitation as required by the DEP is also not in compliance. Documentation has been supplied to the library over a month ago, at this time no response has been provided. The cost to be certified is approximately \$10,000.00, with an additional annual cost of \$2000.00-\$3000.00 depending on the water testing results.

Adjourned 9:15