

# APPROVED MINUTES

BOARD OF SELECTMEN MEETING

MINUTES

January 27, 2010

**1. Call Meeting to Order**

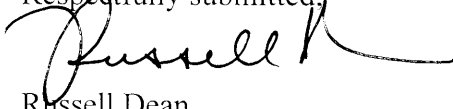
Chairman Campbell called the meeting to order. Present are Selectman Campbell, Selectman Eastman, Selectwoman Gilman and Selectman Aldrich. Staff: Town Manager Dean, Finance Director Ravell, Treasurer Brabant at 2:30 p.m.. Absent: Selectman Quandt.

**2. Review 2008 Audit**

Mr. Scott McIntire from Melanson Heath briefed the Board on the 2008 audit. Since 2008 is well past, he is focused on the management letter. Mr. McIntire reviewed the five material weaknesses found in the 2008 audit with the Selectmen. He indicated that the Board and the Town's management should work at addressing these issues. The five material weaknesses involve centralizing the accounting system, improving financial reporting, implementing regular internal audits, improving the Treasurer's cash book, and establishing a capital asset record and implementing GASB34. Mr. McIntire listed six other control deficiencies that have less priority compared to the material weaknesses. Mr. Dean reported to the Board that these issues have been widely reported and discussed with the Board and represented during the budget process, resulting in the request for two new positions to resolve the weaknesses. Ms. Ravell indicated the Department in her opinion is understaffed; she has made this known and does not believe the Town can move forward until more assistance is given her Department. Mr. McIntire noted the Town provided responses to the questions but in his mind there is risk that the Town needs to mitigate through improvements in financial procedures and operations. After some discussion the Board asked to have an action plan ready for addressing the weaknesses and the 2009 audit at the February 22<sup>nd</sup> meeting. Mr. Dean indicated he would present something at that time.

Mr. Aldrich moved to adjourn, seconded by Mr. Eastman. The Board stood adjourned at 3:00 p.m.

Respectfully submitted,



Russell Dean  
Town Manager