

Board of Selectmen Meeting
March 6, 2019, 10:30 a.m.
Memorial Town Hall
Approved: March 20, 2019

Present: Board of Selectmen Chair Edmund Jaworski, Brian Moriarty and Cindy Doty; Town Administrator Marlene Michonski.

Also in attendance: Edwina Palmisano, Collector/Treasurer; Sharon Strzegowski, Asst. Collector/Treasurer; Assistant Assessor Jen Dawson; Baystate Municipal Accounting Group ("BMAG") Staff Justin Cole, Stephenie Gosselin and Hilary McGlothlin; Finance Committee Members Betsy Rider, Sean Barry and Diane Brzozowski; School Superintendent John Robert; School Administrative Assistant Riley Malinowski; Citizens from the public, Mike Cahill, Christopher Smith.

Chairman Jaworski opened the meeting at 10:33 a.m. stating the meeting is a working meeting to review financials and questions may be taken later.

FY18 Reconciliation & Closure

Mr. Cole from BMAG outlining remaining tasks and timeline before the fiscal year can be closed, estimates 7 to 10 hours to reconcile all pieces of each month, followed by preparing material including free cash estimate to hand off to the auditors. Mr. Cole expects to complete FY18 at the end of March with Auditors on site the first week of April.

Mr. Cole expects the audit will be fairly clean, anticipating a fair management letter that references the Accountant and Treasurer did not reconcile.

Referring to previous projects that represent a deficit and still being carried, Mr. Cole recommends having a conversation with the auditor to take a portion of free cash and zero them out.

Distribution of expense reports have been behind. BMAG likes to include the last payroll of the month. Departments can expect to receive January and February together.

FY19 Progress

All expenses and revenues booked to date. Reconciliation process needs to happen. Mr. Cole estimates closing FY19 the end of September.

Mr. Cole anticipates certification of FY18 free cash the end of April.

Citing the staffing in the Collector/Treasurer office, Mr. Cole recommended another full-time person for the office. He would like to see a more aggressive tax title process.

Concluding the meeting, Chairman Jaworski thanked Mr. Cole for the update.

Respectfully,

Marlene Michonski, Town Administrator