Town of West Brookfield-Board of Selectmen
Minutes of Meeting - Regular Session – May 7, 2015

LOCATION: Lower Level Conference Meeting Room moved to Board of Health Office – Town Hall
TIME: 6:00PM PRESENT: Diane Vayda, Sarah Allen & John Tivnan – Selectmen, Johanna Swain – Executive Secretary, Marie Arsenault – Town Accountant, Teri Roberts – Town Treasurer, Tom Scanlon – Town Auditor and Tom Long – Advisory Committee member (left early).

Call To Order: 6:00PM - The meeting was called to order by Diane at 6:00 pm

Sarah motioned to move the meeting into the Board of Health Office. Second Diane. The Board voted unanimously.

John motioned to re-organize making Diane Vayda Chairman. Second Sarah. The Board voted John & Sarah - yes, Diane - abstain.

John motioned to make Sarah Allen Vice Chairman. Second Diane. The Board voted John & Diane - yes, Sarah - abstain.


Tom Scanlon stated that his auditing firm had completed an “Independent Accountant’s Report on Applying Agreed-upon Procedures” upon the departure of former Treasurer, Keith Arsenault. Mr. Scanlon explained that the auditors did not invoice the Town for the information due to the fact that the audit was expedient and the reconciliation of the books appeared to be in good order. As a result, this report remains in draft form. A clean cut-off was established.

Mr. Scanlon stated that the firm waited approximately three months to start the audit. He explained that a “material weakness” is a total lack of control and that a “significant deficiency” is a red flag to get management involved; currently three (3) items fall into this category.

Cash & Investment Reconciliation:
This was not done properly; according to auditing performed June 30, 2014 and January of 2015. Mr. Scanlon stated that limited staffing tends to hinder small towns. Teri Roberts, Treasurer, stated that she is including outstanding checks in the detail now and that everything is reconciled now and she has documentation through March 2015. Ms. Roberts stated that turnovers from the Tax Collector are months delayed. Ms. Roberts also stated that UNIBANK deposits (unipay) throw off the reconciliation. The Selectmen stated that the Accountant should be sending information to the Board of Selectmen about lacking information.

Mr. Scanlon stated that the Treasurer needs to be responsible for investments. Unrealized gains and losses must be understood and be recorded in order to balance. The Treasurer must have control (tracking) of the investments. The Treasurer must give “costs” to calculate numbers. Responsibilities can not be shifted from the Treasurer to the Investment Broker. Mr. Scanlon stated that the investments are not balanced to date and that this needs to be accomplished right away. The Treasurer needs to give the Investment Broker the detail of the investments and possibly make a one time adjustment to the investment income. She needs to provide a “cost basis” to the Investment Broker.

The Board agreed to attempt to reconcile everything through March 2015 by May 2015.

Tax Title Receivables:
Mr. Scanlon stated that there needs to be a detailed list created by the Treasurer.

Tax Collector:
Mr. Scanlon stated that the Tax Collector needs to reconcile more frequently. He further stated that she needs to process the refunds currently listed on the books.

Mr. Scanlon stated that the Treasurer should follow up with the Worcester County Retirement Office to collect the necessary information to comply with GASB #68.

Mr. Scanlon stated that they would commence with the next audit the first week of August 2015.

Upon the recommendation of the auditors, Diane motioned to increase the Treasurer and Tax Collector’s bond values to $120,000. Second John. The Board voted unanimously.

Diane stated that the Bonding Company is requesting a letter of “corrective actions” to be taken by the Town in an effort to correct deficiencies in the audit. The Board asked the Executive Secretary to compile a list of corrective actions for their review.
The Board agreed to have the Executive Secretary send a letter to the Accountant to request that the Trust Funds Report be submitted into the Board by June 15, 2015.

The Board spoke briefly about 5 Foster Hill Road. Upon the request of the Building Inspector, Sarah motioned to allow the Building Inspector to condemn the house if necessary. Second John. The Board voted unanimously.

Sarah motioned to go into Executive Session at 7:50pm under reason number three (3) to discuss strategy with respect to litigation and to adjourn directly thereafter. (The Executive Secretary was excused from the Executive Session.) Second John. The Board voted Sarah – yes, John – yes and Diane – yes. (*Executive Session Minutes are kept separately.)

Respectfully submitted,

[Signatures]
Chairman       Vice Chairman       Clerk