The meeting was called to order by Lori Loughlin at 6:15 p.m.

MINUTES: Craig Carter made a motion to approve the minutes of May 20, 2019. Doug Aspinall second. Vote was unanimous to approve the minutes of May 20, 2019 as presented.

Notes taken at July 30, 2019 meeting (no quorum) were reviewed.

FINANCE TEAM REPORT: Accountant Donna, Tax Collector Naomi and Treasurer Sarah were present. The Accountant reported that 2019 books are closed. Cash and receivable reconciliations are finished and will be submitted by the end of next week. The 2019 audit will begin on Monday, November 18, 2019. The Departments are operating within their budgets. The tax rate was set today at $14.70. Discussion held regarding excess funds in Overlay Account. Accountant said Selectmen should discuss Overlay Account with Assessors.

The Finance Team held their first department head meeting in September and the next one is scheduled for November 20, 2019. All department receipts have been turned over to accounting by the Treasurer and have been posted to the General Ledger. Tax Collector receipts through July have been turned over to accounting and posted. The Finance Team would like to have a 5-year Capital Plan for the Town.

The Treasurer would like the Town to employ someone to research Trust Fund Accounts, which are about $752,000. She would like the Town to employ a Tax Title Attorney to review Tax Title accounts, which total about $400,000. The Finance Team said they could accomplish the above but estimated it would take 3 to 5 years. The Treasurer is concerned with cyber security and fraud. She is working with Country Bank but would like to use a municipal bank. The Treasurer has purchased a small vault. They have bank money bags that are locked.

The Tax Collector has implemented a better collection process and reconciles with the assessors and accounting. She is working on a uniform timecard. Now step and grade will be in employees file and she is working on a time clock. An Assistant began working this week.

The Advisory Committee thanked the Finance Team for reporting to us tonight.

**TREE WARDEN:** Jim Dimaio has been taking inventory of dead/diseased trees in Town. He had 6 ½ sheets. He said that National Grid will take care of those involving electrical lines. He is proposing to ask for another $60,000 this year. He does not want to deplete all funding in case of an emergency. He asked if the Town had $10,000 to $15,000 to use before Town meeting to make it through the year and they do.

**NEXT MEETING:** The next meeting will be December 4, 2019 at 6:15 p.m.

Roland Sickenberger made a motion to adjourn the meeting. Craig Carter second. The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Christine M. Long
Secretary