

NOVEMBER 27, 2006 ADVISORY BOARD MINUTES

Present at the meeting, Bill Johnson, Leo Janssens, Dottie Munroe, Ed Tree, Marie Zbikowski, Jamie Piedrafite, and Belden DiVito. Also present was Town Administrator, Kevin Paicos.

MINUTES

Minutes of October 23rd, 2006 meeting of the Advisory Board accepted.

DISCUSSIONS WITH TOWN ADMINISTRATOR

Kevin discussed with us, the Management Letter for 2005 from Bill Fraher, CPA.

In regards to Management Letter report, Kevin said the report includes weaknesses in the Town's system that can be improved and also includes procedures that can be corrected.

The report gave good advice and the benefits for the town to implement the Governmental Accounting Standards Board, (GASB 34).

The report said we need to do a fixed asset account, and the need to account for all assets and also need a plan to maintain these assets. The letter stated we have numerous bank accounts, and a bank account structure which complicates the accounting and reconciliation process. Kevin stated several of accounts have already been closed.

Need to make corrections with several problems in the W/S Department, including tax problems with accounts receivable, and serious outstanding balances in the billing procedure. Kevin is working on a "state of the art" software program and once program is set-up, the town will collect back usage fees and deal with tax titles, and this is scheduled for April 2007.

In the area of tax receivables and old outstanding accounts which need attention, Kevin reported this area is just beginning to be worked on, and asked the question, "what do we see as priorities"?

Quarterly tax bill plan is going well, and by June 2008 Kevin said we will have a good cash flow plan.

Revenue track for FY07, should be good this year, and tracking report will be received monthly.

Brought to the Board's attention a budget short fall of \$6000 concerning employee wages in the Town Clerk's office.

RESERVE FUND TRANSFER POLICY

The Board reviewed the Reserve Fund Transfer Policy and agreed to the ten steps on the policy with the exception of step five in which we would like to make a change.

In step five following the line, "At the Town Administrators' option," we would like inserted the words," and by request of the Advisory Board"; he may have the Department Head accompany him.

TOWN OF ASHBURNHAM FIXED ASSETS INVENTORY

Bill Johnson has a copy of this massive inventory report.

HIGHWAY/WATER/SEWER DEPARTMENTS VEHICLE INVENTORY

This vehicle inventory for fiscal 2007 is dated October 24, 2006. Each member of the Advisory Board received a copy.

MMA ANNUAL MEETING

Leo Janssens will be attending this meeting in January 2007.

SCHOOL DEPARTMENT MEETINGS

It was suggested that we make ourselves available for these budget meetings. The first of these meetings, with the fiscal 08 plan on the agenda, is scheduled for Wednesday, January 17, 2007, to be held at the Overlook Middle School at 7 p.m. The second meeting, which will be a Tri-Board meeting is scheduled for Tuesday, February 6, 2007 at 6:30 p.m. same location.

DPW CONCEPTUAL FLOOR PLANS

Bill attended the Downtown Focus Committee Meeting and received a conceptual copy of the proposed new Highway Department building. Bill to keep this on file for the Board.

OTHER BUSINESS

From the question we had at the October 23rd meeting concerning how we pay for the interim Town Administrator, do we have the answer?

The Board will be meeting with the Board of Selectmen on December 4, 2006 at 7 p.m.

Next meeting to be announced.

Meeting adjourned at 9:30.

Respectfully submitted,

DOROTHY J. MUNROE, Secretary