BOARD OF SELECTMEN

MEETING MINUTES

DECEMBER 10, 2013

The meeting was called to order at 6:30 PM. Present were Selectwoman Bik; Selectmen Catalano, Chamberland, Haughey and Dubois; Town Administrator Keyes; and Attorney Costello – Town Counsel.

Budgets/Water & Sewer Rates/Budget – Charles Sawyer - Mr. Sawyer, Mr. Keefe, Mr. Paterson, Mr. Devlin and Mr. Parmentier – members of the Water & Sewer Commission and Mr. Sullivan – DPW Superintendent were here.

Mr. Sawyer said the delay of Woonsocket Wastewater impacts their budget. He said the new capital cost is approximately $83,000 but they have not gone out to bid yet and the host fee is approximately $41,000. Mr. Sawyer said there is no contract with Woonsocket for this year.

Mr. Sawyer said he wants to go out to bid on the water tank; this needs to be done by May, 2014 or they will get a non-compliance. Mr. Keyes said he had a couple of issues with the contract. Chairman Dubois wants Mr. Keyes to get the contract this week. Mr. Keyes said he would have Town Counsel review it.

Audit Report - Mr. Powers and Mr. Serreti from Powers & Sullivan were here. Mr. Wells and Mr. Salois from the Finance Committee were here. Mr. Keyes said he gave the Board a copy of the draft audit of the old Collector/Treasurer’s Office.

Mr. Powers said they agreed upon the procedures and the testing that had to be done. He said the old management lacked confidence and did not produce work timely. He said they relied on past audit reports and internal controls, looked at 2008-2012 and found there was a weakness in the old Collector/Treasurer’s office. He said the main asset is cash and the most important thing is to have control over it; otherwise material weakness will appear. He said with what the old Collector/Treasurer’s Office was doing they were not capable of performing those operations and the Town’s assets were at risk. He said material weakness is the worst thing you can have because there is a possibility that an error can occur.

Mr. Powers said for this audit they did more detail testing on the environment and what they did had value. He said he looked at the new process in place. He said the biggest problem was the cash book was not being done on a timely basis. Chairman Dubois said they would discuss this at the televised meeting.

Mr. Keyes said new procedures are in place; cameras were installed and people cannot cash checks in the Collector/Treasurer’s office unless the money is there.

The meeting adjourned at 6:52 PM.

Respectfully submitted,

Kim Milliken