

North Stonington, CT  
Board of Finance  
Minutes of Regular Meeting  
February 7, 2007  
North Stonington Town Hall

1. **Call to Order:** Chairman N. Gumprecht called the meeting to order at 8:02 PM; Vice Chairman L. Southwick, Secretary B. Woodward and members B. Borden, E. Pavlovics and C. Marsh were present.
2. **Public Comments and Questions:** None
3. **Previous Minutes:** L. Southwick made a motion to approve the minutes of the regular meeting of January 17, 2007 as written. The motion was seconded by C. Marsh and carried 6-0-0.
4. **BOS: Review of Financial Statements: Profit and Loss Actual vs. Budget:** Tabled

**Year End Statement Status:** First Selectman, N. Mullane, appeared before the Board to provide a status of the effort in resolving the FY 2005/2006 year-end statement problems. Completing the statement is a prerequisite for commencing the audit, which contributes to the budget process. The FY was complete on June 30, 2006 and completing the statement is long over due. The Board has been informed that the issue is the software (Phoenix) program that in not, in short, balancing the books. The Town had procured this program after many successful years using a program called QuickBooks. Additional support in discussing this issue was provided by the Town's Information Technology coordinator, M. Tate and M. Marien, representing Marien + Company, LLC, which is under contract with the Town to perform the year end audit.

N. Mullane explained that his staff was undertaking the task using hand methods that although slow, would finish the effort. M. Marien's firm is giving the Town general knowledge and advice consisting of computer and accounting expertise but not working on the books themselves. A three-week (February 28, 2007) span to complete the task was estimated by M. Marien, who summarized the core problem as having a complicated program without skill levels commensurate with the programs demands for operation. (See letters dated January 30, 2007 and February 7, 2007 from Marien + Company to the Town regarding the issues and solutions.) Audit completion may occur by the end of March. Although training was part of the Phoenix package, M. Tate noted that the manual was wholly inadequate.

B. Borden noted that as grave as the situation is, additional outside manpower may be warranted to meet the dates. N. Gumprecht concurred with this position and directed N. Mullane to seek additional temporary bookkeeping help, which will assist in resolving the immediate problem and help to provide accurate current year financial statements.

**BOF Additional Appropriation:** A motion was made by B. Woodward to approve an additional appropriation of \$3,000 to line item CC 3.02, Computer-Town Hall, for a new laptop computer, Power Point software and projector. The motion was seconded by C. Marsh and carried 6-0-0.

5. **Marien + Company: Audit Status Update/Financial Statement:** See paragraph 4 above.
6. **Assessor's Report: Grand List and Assessor's Budget:** An interim Grand List was provided to the Board. Final numbers are needed soon. The Assessor will be requested to attend the next BOF meeting.
7. **BOE: Review of Financial Statements: Actual vs. Budget:** Tabled
8. **Tax Collector Report:** L. Southwick reported that the Town is doing very well at collecting current year taxes. \$363,675 was taken in on the first day of February. \$194,664 in delinquent taxes has also been collected.
9. **Town Report: Status:** To date, 4 of the 24 submittals are missing. They are needed by the end of the calendar year.
10. **Outstanding Action Items:** Action items were reviewed and updated.

Description of Action	Action By	Estimated Completion Date	Actual Completion Date
Receipt of audit	Marien + Co	1/31/07	
Evaluate insurance stipend payments	BOF	8/06	2/7/07
Request format changes of BOS financial profit and loss statement	N. Mullane	9/6/06	Working
Off duty police payment policy	N. Mullane	1/17/07	
Update status of Town's financial statement	N. Mullane	12/20/06	
Provide payment history of Route 2 interchange litigation charges	N. Mullane	12/20/06	

11. **Correspondence:**
  - Letter dated January 22, 2007 from N. Mullane to the Connecticut Office of Policy and Management explaining the ongoing problem with the Town's financial accounting system.
  - E-mail to R. Roohr from K. Walsh-Weaver, dated January 24, 2007, regarding tax breaks for golf courses.
12. **Review of Upcoming Agenda Items:** Grand list, Town accounting issues.
13. **Adjournment:** A motion to adjourn was made by B. Borden and seconded by C. Marsh. The motion carried 6-0-0 and the meeting was adjourned at 10:17 PM.

Respectfully Submitted,

Brent B. Woodward

Brent B. Woodward  
Secretary  
Board of Finance

Approved Brent B. Woodward 2/26/07