



Office of the
BOARD OF SELECTMEN
272 Main Street
Townsend, Massachusetts 01469

Carolyn Smart, *Chairman*
James Kreidler,
Town Administrator

Gordon Clark, *Vice-Chairman*

Cindy King, *Clerk*
Office (978) 597-1701

MINUTES
JULY 27, 2016 - 1:00 P.M.
SELECTMEN'S CHAMBERS
TOWN HALL
272 MAIN STREET, TOWNSEND, MA

I. PRELIMINARIES - VOTES MAY BE TAKEN:

- 1.1 Chairman called the meeting to order at 1:05PM. Roll call showed Carolyn Smart, Chairman (CS), Gordon Clark Vice-Chairman (GC), and Cindy King, Clerk (CK) present
- 1.2 Chairman's Additions or Deletions: None

II. MEETING BUSINESS - VOTES MAY BE TAKEN:

- 2.1 Update from Town Accountant Theresa Walsh and Treasurer/Collector Barbara Tierney regarding cash reconciliation. Town Accountant Theresa Walsh (TW) reported status for cash reconciliation for July, August, and September. Treasurer/Collector Barbara Tierney (BT), explained hold up; lot of data entry. Great deal has been accomplished since BT started. The goal is have reconciliation for June FY16 done in October. CS asked how the BOS could help, BT suggested having new accountant and TW on at the same time so that TW could train and continue to catch up and new accountant could hit the ground running. TW suggested reposting accountant position only 7 resumes have been received to look over, maybe move forward with interviews. TW also said that accountant assistant working 4 extra hours a week has been a huge help. BT discussed training employees on the mail machine as currently mail is being handled by Treasurer/Tax Collector office and it is tying up productivity. BT reported that Middlesex County Retirement as been updated. JK asked if a Town Meeting would be feasible; TW said that she has to get September and June reconciled cash, closed and reports done. JK discussed that insurance was underfunded and money would need to be transferred to pay the remaining balance. TW discussed Town audits being conducted as well as how Accountant and Treasurer/Collector departments is integrated with VADAR system. CS discussed drafting a financial policy to include monthly reconciliation getting sent to the Town Administrators office. Briefly discussed a Human Resource personnel which would free up time for BT.

CK moved to adjourn at 1:55PM. GC seconded. Unanimous.

IV. ADJOURNMENT - VOTES MAY BE TAKEN: