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# Select Board

21 State Line Road PO Box 525 West Stockbridge, Mass. 01266-0525

Select Board Meeting Minutes  
Joint Meeting with Finance Committee  
September 16, 2020  
21 State Line Road, Town Hall

## Open Meeting

**Quorum present:** Roger Kavanagh, Select Board Chair, Kathleen Keresey, Select Board Member, Eric Shimelonis, Select Board Member, Marie Ryan, Town Administrator  
Bob Salerno, Finance Committee Chair, Finance Committee Members: Dan Buehler, Andrew Krouss and Frank Landsberger.

## Also present:

Town Auditor, Tom Scanlon, Elaine Markham, Town Accountant, Karen Williams, Town Treasurer and June Biggs, Town Collector.

Roger called the meeting to order at 6:00 PM. He then turned the meeting over to the Finance Committee Chair, Bob Salerno.

Bob began by introducing the Town Auditor, Tom Scanlon to the Finance Committee and the Select Board. Bob then stated that the purpose of this meeting was to hear the results of the last Town Audit (fiscal year ending June 2019).

Tom stated that the Town is in good financial shape and that the Town financial team does an outstanding job. He then explained the audit procedure and made the following points:

- The Town's OPEB account is in great shape. (Other Post-Employment Benefits is an account that funds health insurance for employees after they retire). The Town has plenty of money to fund this account.
- The General Fund unassigned money is also in great shape. The Town is at 19%. Most towns are between 10-12%. This account is used by rating agencies to establish a bond rating for the Town.
- The balance sheet is reconciled and all payments of bills are timely.
- Budget vs Actual has a good blend of revenue for free cash.
- The Town is in a good position for a high bond rating as well as qualifying for low interest rates on borrowing.

- The Collection rate is 97%, which is very good. The Collector is doing a good job. Tax liens are less than \$100,000.
- In the management letter there are no deficiencies and only minor issues. One issue is related to having department heads provide more detailed information on cash and checks on each turnover. The other issue has to do with the Library Trustees using the Town's Tax ID while using a bank account that does not include the Town Treasurer's name. Marie stated that Town Counsel is currently working with the Trustees on getting this issue resolved.

There was a discussion with June Biggs about abatements of water and sewer bills. June explained that the abatements were necessary because of operational issues with water meters. She added that those issues are slowly being corrected and things are much more stable at this point.

Frank Landsberger asked Tom why the Housatonic Water bill (which was about \$14,000) was never flagged by the auditors since it wasn't being paid in full. Tom explained that the auditors were aware of this situation but did not flag it because the Town had explained that the company was billing them for four hydrants but only two of them were usable. Since the Town knew about the balance due and the amount did not meet the threshold where the auditor would classify it as material, it was not flagged on the annual audit report.

Bob asked if there are any new audit requirements coming in the future. Tom replied that there is a new requirement to review all the Town's leases so keeping a separate file for leases will be helpful. Bob said that he had concerns about getting audit results back more than a year after the period covered in the audit. Tom said he did the Town's audit in the spring each year which meant the Town was billed at a discounted rate, saving about \$2,000-\$3000 per year. He added that they can do the audit earlier if that is what the Town wants. Bob said he would discuss this with the Finance Committee and the Select Board.

Roger asked the Select Board and the Finance Committee if they had any further questions. No one did and Roger made a motion to adjourn. Kathleen seconded and all were in favor.

The meeting adjourned at 7:00 PM

Respectfully submitted,

*Marie Y. Ryan*

Town Administrator  
Documents:

-Auditor Exit Conference Agenda from Finance Committee