

## **Town Administrator**

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**From:** "James Consolati" <jimconsolati@gmail.com>  
**Date:** Thursday, October 16, 2014 12:05 PM  
**To:** "Mimi" <tyrcc@bcn.net>; "Molly Curtin-Schaefer" <townhall@bcn.net>  
**Cc:** "Donald Puntin" <ladygoose0306@aol.com>; "Tonio Palmer" <toniopalmer@gmail.com>; "Chris Johnson" <ctasjohnson@gmail.com>; "Jerry Miller" <hansamjo192@yahoo.com>  
**Subject:** October 9, 2014 Finance Committee meeting

Please post the following minutes for the 10/9/2014 Finance Committee meeting.

Thank you,  
Jim

The meeting began at 9:30 AM and ended at 11:00 AM. Tonio Palmer, Don Puntin and Jim Consolati were in attendance. The sole purpose of the meeting was to perform a high-level audit of the Town Office/Town Administrator. The following items were discussed to the extent necessary to provide the Finance Committee with a general understanding of the activities involved. The FC is using this information to set priorities for future high-level and/or detailed audits.

1. **Deadlines** - Both reoccurring and unanticipated deadlines were discussed. It was estimated that 50% of town deadlines are reoccurring and 50% are unanticipated. We reviewed how all deadlines are documented and tracked. and, at a later date, the FC will gather more detail to determine if present procedures should be enhanced.
2. **Changes in Municipal Laws & Regulations** - The FC examined how the town receives notice of changes, the officials to whom notifications are directed, how information is shared among town officials and how required changes are implemented. This, too, will be reviewed at a later date to determine if improvements can be made.
3. **Tax Collections, State Aid & Other Receipts** - The FC reviewed basic procedures and interactions among the Administrator, Collector and Treasurer. The FC will discuss this in more detail with the Administrator after completing high-level audits of Tax Collector and Treasurer work flows. The FC will look for opportunities to improve efficiency and security for interactions among all parties.
4. **Expenditures** - The FC reviewed basic procedures for expending appropriated funds and the interactions among the Administrator, Treasurer and Selectmen. At a future date the FC will examine a sampling of actual transactions and will review the procedures for closing the town books at the end of the fiscal year.